Microsoft Word 2007 Lesson Plan

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Introduction

Word Processing is when you use a computer program, such as Word, to create, edit and produce text documents. Microsoft Word 2007 is quite different from previous versions of Word. It has a vastly different user interface and employs easier methods to efficiently create a wide variety of personal and business documents. It includes enhanced accessibility of desktop publishing features that make documents more visually appealing and easier to read.

Previous versions of Word cannot open documents created in Word 2007 unless a compatibility pack is installed. Documents created in Word 2007 have a different file extension than earlier versions. The Word standard file extension used to be ".doc". It is now ".docx".

Follow the instructions below to learn how to use Word. *Note: The instructions refer to settings and customizations that we have chosen for our Computer Lab. They may not be present on your home computer.*

Exploring the Word 2007 Environment

1. *Open Word by using the* **Start** *menu or by double-clicking* on the desktop icon for Microsoft Office Word 2007.

2. <u>*Point*</u> *the mouse at the* **Office Button** located on the left end of the title bar.

   Notice the **ScreenTip** which remains visible as you hover over the button.

3. *Click on the* **Office Button** to open the **Office** menu. The commands on the left are for managing Word documents as a whole rather than document content.

4. *Close the menu by pressing the* ␣k [Esc] *on the keyboard or clicking in a clear area* ***off*** *of the menu.*

5. *Look for the* **Quick Access Toolbar** on the Title Bar just to the right of the Office button.

   a. It contains frequently used commands and can be customized using the drop-down menu. *Point* to each small icon to view its screen tip.

b. Click the **Customize Quick Access Toolbar** button, check **New** on the menu and see it added to the Quick Access Toolbar.

c. The **Quick Access Toolbar** can also be moved to show below the **Ribbon.**

d. In addition to moving the quick access toolbar, from the same menu it is possible to minimize the ribbon which essentially takes it out of view, with the exception of the names of the ribbon tabs. Clicking on tabs will make its tools available but the contents will not stay in view permanently unless you uncheck minimize the ribbon.
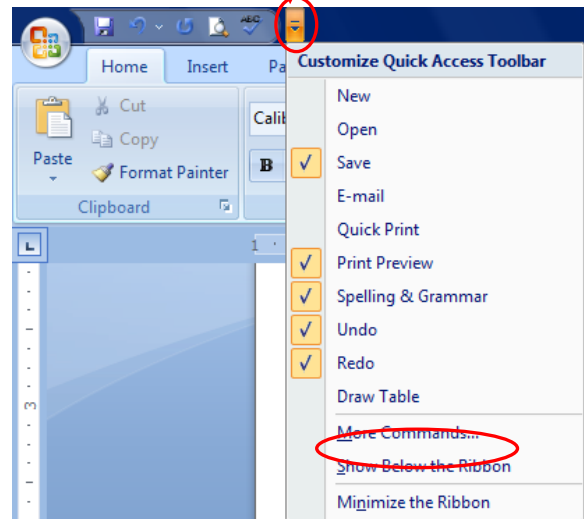
6. *Look for the **Ribbon** in the area underneath the Title Bar.*
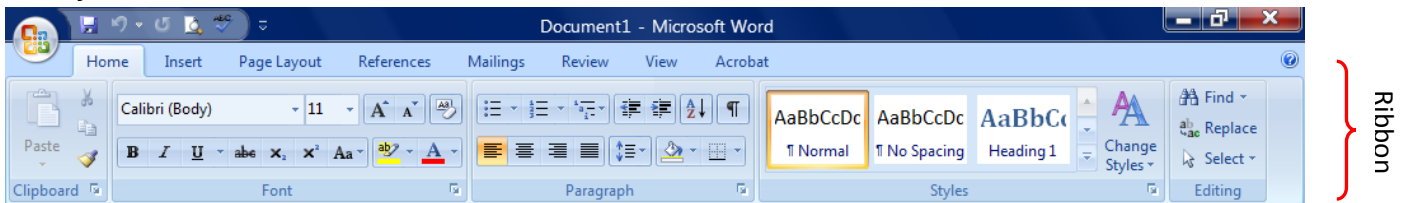
a. The **Ribbon** makes all the capabilities of Word available in a single area.

b. Commands related to working with document content are represented as **buttons** on the **tabs** that make up the **Ribbon**. *Hover over some other active buttons to observe ScreenTips.*

c. The **Home** tab is the active tab by default. *Try clicking on other tabs to view their buttons.*

d. *Notice* that on each **Tab**, the **Buttons** are organized into **Groups.**

   i. On some groups there is a **Launcher** button which will open a dialogue box with related but less common commands.
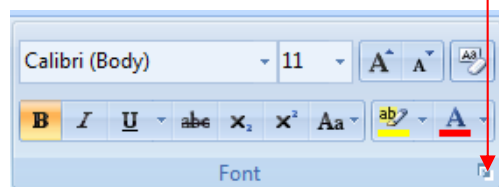
   ii. Some buttons in the groups have arrows:

Clicking this button's list arrow displays a list of options

Clicking the actual button carries out the command with the current settings

7. *Look* below the document window area and find the **Status Bar**

a. The left end gives current information about the document, such as the page number and line numbers where the cursor is situated, how many total words are in the document and whether there are any spelling errors.
b. At the right end are shortcuts to two groups on the **View** tab, Document Views and Zoom.
c. The **Status Bar** can be customized. *Right-click on the Status Bar and look at options* which can be checked and unchecked.

Creating, Saving and Closing a Document

Creating a document

1. When word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.
2. *Type* "My first document."

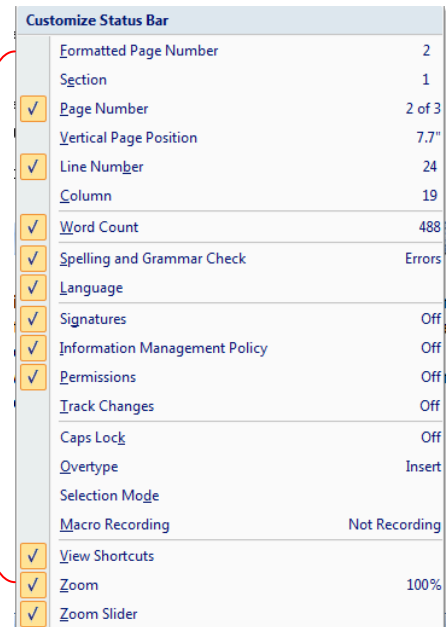### Saving the new document in the Word 2007 format

Each document you create is temporary unless you save it as a file with a unique name and location.

1. *Prepare your save to location* by inserting your flash drive.
2. *Open the* **Office Menu** *and* <u>move</u> *your cursor to the* **Save As** button. A menu will open in the right pane.
3. *Click on* **Word Document**.
4. *Close* the **Restrictions** message box each time that it appears.
5. When the Save As dialog box opens, use the folders pane to navigate to the flash drive. Be sure the address bar indicates a save location of Computer→KINGSTON (F:)
6. *Name* your file <u>"first"</u>.
7. *Click* Save
8. *Notice* the file extension in the title bar, ".docx".

Saving the new document in a different format

If you intend to send a Word document to someone using a previous version of Word, they may not be able to open it if you save it as a "Word document". Word 2007 provides an option to save the file in a format that can be opened by previous versions. Choose **Save As** Word 97-2003 document. Saving this way may cause some loss of formatting.

1. *Open the* **Office Menu** *and move your cursor to the* **Save As** button*, but this time, *click* on **Word <u>97-2003</u> Document**.

2. *Notice* that the file name has an extension of ".doc".
3. *Click* save.

Back-up savings

It is important to save your work routinely, just in case "something happens." To save changes as you are working in your document, *click* the **Save** button on the **Quick Access Toolbar**. *Save as…* a different file name if you aren't sure if you want to keep your current changes.

Closing a document

1. *Close the document by clicking* on the **Close** button on the **Office Menu**.

2. If you choose to close by X'ing out, you will not only close the document but the program as well.

Creating a new blank document

If you followed Step 1 above to close, the Word program is open, but there is no document to work in.

1. In the **Office Menu**, *select* New. This will open a dialogue where you can choose a document type.
2. *Click* on **Blank Document**, and then *click* **Create**. *Note* that our new document has a default name of Document 2.
   a. *Note: Adding a __New__ button to the Quick Access tool bar will eliminate having to go through the templates page to open a blank document.*

Opening an existing document*(InternetPolicy.docx)*

1. In the **Office Menu**, *select* **Open**.
2. Close the restrictions message box each time that it appears.
3. When the Open Dialogue box appears, *notice* that it is the **Desktop** location that is displayed.
4. For use in the Lab, there is a pre-typed file located on the desktop.
5. The contents of the desktop will display in the right pane. You will need to *scroll along the right pane* to see all the contents of the desktop.
6. *When you locate the file called* Internet Policy.docx *double-click it to open it*.
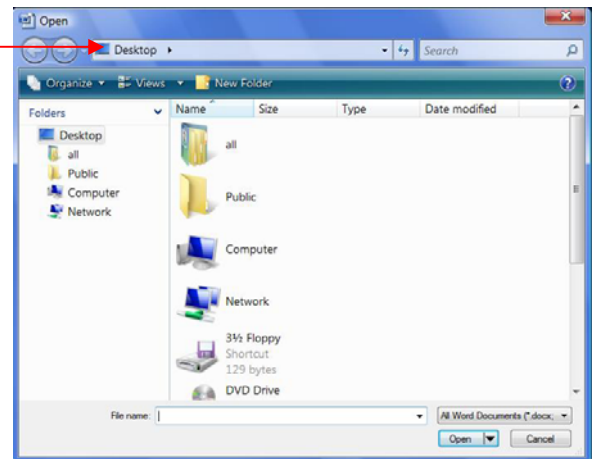
Moving Around in a Document

Insertion point, sometimes referred to as the **cursor,** is the name for the blinking line where anything you insert goes. There are several ways to move the insertion point to get it where you want it to be.

Click in the middle of the first line of the first paragraph of the practice document. Refer to the chart below to practice moving the insertion point around using the keyboard.

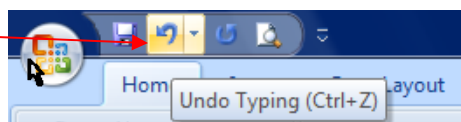| Press	To Move The Insertion Point
Home	To the beginning of the current line
End	To the end of the current line
Page Up	To the previous screen
Page Down	To the next screen
Left arrow or Right Arrow	Left or right one character at a time
Up arrow or Down Arrow	Up or down one line at a time
Ctrl + Left Arrow	Left one word at a time
Ctrl + Right Arrow	Right one word at a time
Ctrl + Up Arrow	Up one paragraph at a time
Ctrl + Down Arrow	Down one paragraph at a time
Ctrl + Up Arrow Twice	To beginning of previous paragraph
Ctrl + Home	To the beginning of a document
Ctrl + End	To the end of a document
Ctrl + Page Up	To the top of the previous page
Ctrl + Page Down	To the top of the next page

Keyboard keys - there are several other keyboard keys that are important to know.

1. **Enter**- pressing the enter key will move the insertion point to a new line, but it also creates a new paragraph. (When you are typing in Word, the insertion point will move and show where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing moves to the next line. Because of this **word wrap** feature, you should only press enter to start a new paragraph.)
2. **Space Bar**- pressing the space bar several times will create a small space between words.
3. **Delete**- pressing delete will remove characters to the right of the insertion point.
4. **Backspace**- pressing backspace will remove characters to the left of the insertion point.
5. **Shift/Caps lock**- both of these keys will change case to capitals; Shift for only one letter. Caps lock for all letters after it is pressed. (Note – Word 07 is preset to capitalize the first word of every sentence and the word "I".)

Undo button

Click on the **Undo Button** on the **Quick Access Toolbar** if you do something by accident or if you want to undo any action.

Controlling the Appearance and Location of Text

If the Home tab is not active, *click on it* to access tools for controlling text

Highlighting

Importance- to make any changes to your document, you need to select the word or area to be changed. Highlighting is the way to do this.

Ways to highlight:

1. **Mouse dragging** - *put your cursor* (it will be in the shape of an Ⅰ beam) just to the left of the beginning of your selection, hold down the mouse button, *move the cursor* to the end of your selection, and let go. (Drag across and down at the same time to highlight more than one line.)
2. **Shift clicking** - Place your insertion point to the left of what you want to highlight, *hold down the shift* key and while doing so, *click at the end* of your chosen selection.
3. **Shift clicking to add to or reduce your selection** - If you have a selection already highlighted, you can increase or decrease that selection by holding down the shift key and clicking at a different endpoint.
4. **Clicking** to select lines, words, paragraph
   a. *Double-clicking* on a word will select the word.
   b. *Triple-clicking* anywhere within a paragraph will select the whole paragraph.
5. **Clicking in left selection area -** your cursor will change to an arrow pointing to the right. ⬈
   a. *Single-clicking* to the left of a line will highlight the line. Drag to select multiple lines.
   b. *Double clicking* to the left of a paragraph will select the entire paragraph.

Changing text attributes

1. *Select* the <u>second line in the first paragraph</u>.
2. In the **Font** group *apply* the **Bold**, **Italic** and **Underline** attributes. *Notice* how the buttons change colors when they are active. *Click* in a blank area in right margin to see the changes.
3. *Select the <u>second paragraph</u>.* Use the font drop-down box to *select a different font(<u>CurlzMT</u>)* and the font size drop- down box *to select a different font size(<u>8</u>). (Notice* that you can see the effects in **Live Preview** before you make an actual selection*.)*
4. *Experiment with other buttons in the **Font** group to change the appearance of your selected text.*

Changing alignment and spacing

1. *Select* the first paragraph.
2. In the **Paragraph** group**, *find the **Align Text** buttons.* *Notice that the Align Text Left Button is highlighted. Change the alignment of the paragraph by clicking on the other buttons.*
3. In the **Paragraph** group, *use the **launcher button*** to access more paragraph formatting options.
   a. *Drop the* <u>Line Spacing</u> *menu down and select **Double***.
   b. *Click* OK.

Changing location of text

1. To move text by dragging, *highlight* the third paragraph. *Change the Font color to red*. With your cursor on the highlighted paragraph, *hold down your mouse button and move the insertion point to the blank space between the first and second paragraphs. Notice* that your cursor is an arrow with a small square attached to   it and the insertion point looks like a dotted line.   *Release your mouse button.*

2. Cut/copy and paste- these commands are located in the **Clipboard** group of the **Home** tab.
   a. Cut/paste- *with the same paragraph selected, click the* **Cut** *button. Move your insertion point to the space between the second and third paragraphs, the click the* **Paste** *button.*
   b. Copy/paste – *select the third paragraph and click the* **Copy** *button. Move your insertion point to the space between the first and second paragraphs and click the* **Paste** *button. Notice that the selection appears in both locations.*

Changing paragraph indentation

1. *Select the* first paragraph and align left. Shift click to add the second paragraph *to the selected area.*

2. In the **Paragraph** group *use the* **launcher button** to access more paragraph formatting options. Under the **Indentation** area*, click the drop down arrow under* **Special***. Click on* **First line***. Click ok. Notice how the first line of each paragraph is now indented.*

3. Hanging indent (all lines of a paragraph are indented except the first line) - *using the same instructions as above, change indentation to* **Hanging** under **Special***. Click ok.* Again*, notice the changes.*

Controlling the Appearance of your Document
Open the **Page Layout** tab to access buttons to change the appearance of your document

Changing page margins

1. In the **Page Setup** group**,** *click on the* **Margins** button*. A drop down menu will appear that will have your current settings highlighted. Click on the* **Wide** *option to see how it will affect your document.*

2. *Click* on **Custom Margins** at the bottom of the menu**.** When the dialog box opens, use the arrows to change the top, left, bottom and right margins to 0.8". *Click ok. Notice* how the margin list has now populated with your customization.

To add interest…
Page Background group

1. *Click on the* **Page Color** *button to display a palette of colors. Mouse-over the colors* and *observe* **Live Preview** changes to your document. *Click* on any <u>light </u>color that you like. (Use a color from the second row.)

2. *Click on* **Watermark** to place a semi-transparent message or picture on your document.

3. *Click on* **Page Borders** to place a border around your document. On the **Page Border** tab, *click on* different settings, styles, color, width or picture. See a preview in the right pane. *Click* the drop down arrow in the art selection box. *Scroll down and select the Christmas Tree. Click* ok to add the border.

4. *Remove the border* by clicking into **Page Borders** again and select **None** under **Setting** on the **Page Border** tab. Click ok.

Page Breaks –*Place your insertion point at the end of paragraph 3.* On the **Insert** tab*, in the **Pages** group, *click* on **Page Break***. Notice* how the lines below are now on the next page.

## Headers and Footers - text that appears at the top and bottom of every page

1. *Click* on the **Insert** tab.
2. In the **Header & Footer** group, *click* on the **Header** button to open a menu of different header options. *(Notice* that a new **Contextual Tab (Design)** has opened*) . Scroll* down the menu to view all the options and click on **Blank**   *Click anywhere on the type text box and type "My Document".*
3. Remaining in the **Design Contextual** tab, in the **Header & Footer** group, *click* on the **Footer** button to open a menu of different footer options. Again, *Scroll* down the menu to view all the options and then click on **Blank (Three Columns).**
    a. *Click* on the left **Type Text** box and *type* your name**.** *Do not hit enter.*
    b. *Click* on the middle box and, still in the **Contextual** tab**,** go to the **Insert** group and *click* on the **Date & Time** button**.** When the dialog box opens, *click* on the third option under **Available Formats** in the left pane and *click* ok.
    c. *Click* on the right box, click on the **Page Number** button in the **Header And Footer** group. *Move* your cursor to **Current Position** and a menu of options will open. *Scroll* down the menu to view all the options and then *click* on **Plain Number**.
    d. *Close* header and footer by *clicking* on the x at the right end of the ⟶ [Close Header and Footer] tab.
4. *Notice* that "my document" appears at the top of every page and your name,the date and sequential page numbers appear at the bottom.
5. If you *double click* on the **Header**, you open the **Contextual** tab again and you can experiment with different **Header** and **Footer** options.
6. *Double click* in the body of the document when finished.

Correction and Editing Tools

1. Find/replace-
    a. *Place your insertion point at the beginning of the document*.
    b. On the **Home** tab, in the **Editing** group, *click* the **Find** button.
    c. A dialog box will open.
    d. In the **Find What** field, *type* "**library**."
    e. *Click* the **Reading Highlight Button** and then *click* **Highlight All**.
    f. *Click* the **Replace** tab.
    g. In the **Replace With** field, *type*" **libary**" This is deliberately spelled wrong.
    h. *Click* **Replace All**. Every instance of the word library in the document has now been changed.
    i. A dialog box will appear telling you how many words have been replaced. *Click* **OK**.
   j. *Close* the **Find And Replace** dialog box

2. Spelling & Grammar Check- as you type your document, you may notice that some words or phrases have wavy red or green lines beneath them. This indicates that Word detects possible spelling or grammar errors.
    a. *Move your insertion point to the end of the document and type the name* **Andie**, *a space, and the misspelled word "exersice".*
    b. *Click* on the **Review** tab**,** and then *insert your cursor* at the beginning of the document**.**
    c. In the **Proofing** group, *click* on the **Spelling & Grammar** button.
    d. A dialog box will open and Word will address every issue of misspelling or grammar mistake that it thinks it finds. Your options:

        i. If there is an error, select the suggested option that is correct and *click* **Change** or **Change All**. (When the word" library "appears, *click* **Change All**.)
        ii. If there is no error, *click* **Ignore Once** or **Ignore All**. **The computer is not always right!** (*click* **Ignore Once** when the words "are found" appear)
        iii. If a word (usually a name, in this case **Andie**) is highlighted that you normally use and it is correct, you can *click* **Add to Dictionary.** The word will never appear again on spell check. At the end, *we'll test this feature with the name Andie.*
        iv. If a word is highlighted that you commonly misspell, you can *select* **AutoCorrect** and every time you misspell it again, it will be corrected. *When* **exersice** *is highlighted, make sure that the correct suggested spelling is highlighted and click* **AutoCorrect.**
        v. If no suggestions are correct, *make your own correction* and *click* change.
    e. A spell check complete message will appear when all has been corrected.
    f. *Retype* the name **Andie** and the misspelled word "**exersice**". What happens?
3. Auto Correct- Word is programmed with many common spelling errors and fixes them automatically as you type. *Move your insertion point* to the end of the document, *type* **"teh"***and press the space bar*. *Notice* how it automatically changed to "the."
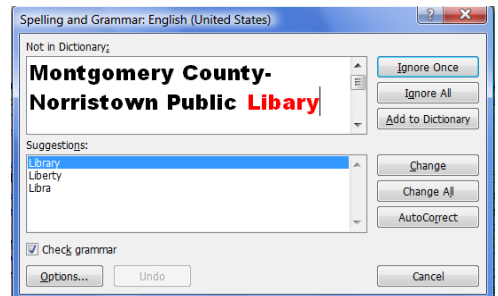
Printing your document

1. Always preview before you print
    a. *Open* **my document** from your flash drive.
    b. *Open* the **office menu**, *move* your cursor to print and in the right pane, *click* on **print preview**.
    c. *Notice* how the page color is not being displayed. This is because printing background colors and images is an option you have to select in the Print Options. By default this option is not checked because printing background colors uses a lot of toner.
    d. *Check* the number of pages in your document by *looking* at the **Status Bar** at the bottom of the screen.
   e. In the **Zoom Group** in print preview, *click* the **Two Pages Button** to view your pages side by side.

  f. To see more than two pages side by side, *zoom in and out* as desired, using the slide in the bottom right corner of your screen.

  g. If you need to amend your document, *close print preview* by *clicking* the   red x and make all necessary changes.

2. To print

  a. *Open* the office menu, *move* your cursor to print and in the right pane, *click* on print.

  b. A dialog box will open. You can choose to print all the pages by leaving the **All** radio button checked or you can print only selected pages by checking the **Pages** radio button and specifying which pages you want to print in the adjoining box. (In the example shown, only pages 1, 2, 3 and 8 of the document will print.)

  c. Do not print-*Click* **Cancel**.
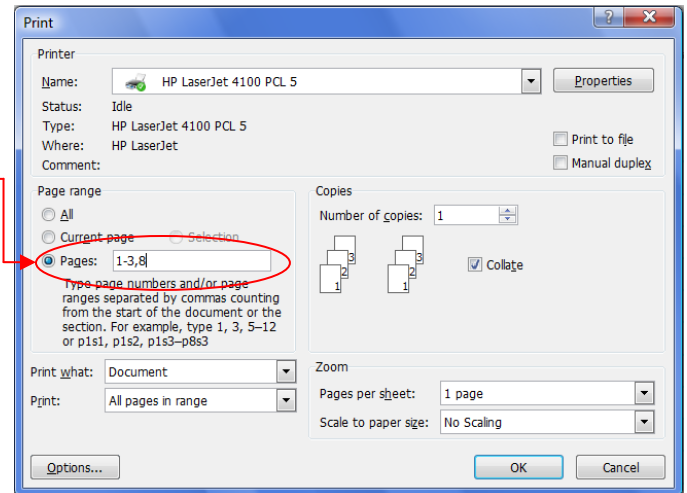
End session 1: Save your file to your flash drive as a Word 2007 document and *name* it "**my document**".

Close Word

Tables

Inserting Tables

1. *Open* a new document in Word.
2. *Click* on the **Insert** tab and in the **Tables** group, click on the **Tables** button**.**
3. *Move* your **Cursor** over the squares in the **Table Pane** to determine the size of your table. *Notice* how the squares change color and the dimensions are given at the top. When you have a 7column x 5 row table, *press* the left mouse button. Your table will be inserted where your insertion point was located.
   Note: A **column** in a table runs vertically, a **row** runs horizontally and each individual section is a **cell**.
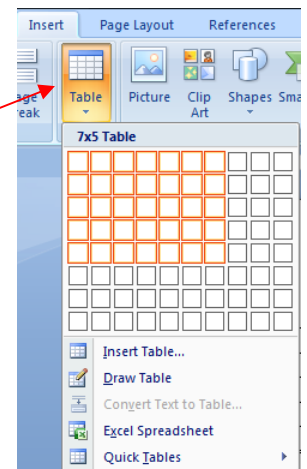
Entering Information

1. *Place* your **Insertion Point** in the first cell of the first row. You can move between cells by using the **Tab Key,** the **Directional Arrows** or the **Mouse**. *Experiment* with all ways to move your insertion point. *Note that the directional arrow appears to take you "outside" the table as well as from cell to cell. Note that tabbing to last cell in last row and tabbing one more time will add another row.*

2. *Type the days of the week in the cells of the second row*. *Notice* the **autocomplete** feature which pops up after typing the 4th letter. *Use it*. *Use* the **Tab Key** to move to each cell.

Customizing Tables

1. To format your table, you must select individual cells, columns or rows.

   a. To select a cell, move your cursor to the left edge of the cell until a small black arrow appears, then *click*. *Click and drag* to select several cells.

   b. To select a column, move your mouse to the top of a column until the cursor changes to a small black arrow. *Click* to select one column; *click and drag* to select several columns.

   c. To select a row, move your mouse to the selection area to the left of a row until the cursor changes to a right pointing white arrow . *Click* to select one row; *click and drag* to select several rows.

   d. To select the entire table, *click* the **Select Table** button that appears at the top right corner of the table. (Your cursor must be positioned on the table for the select table button to appear).

   Resize button
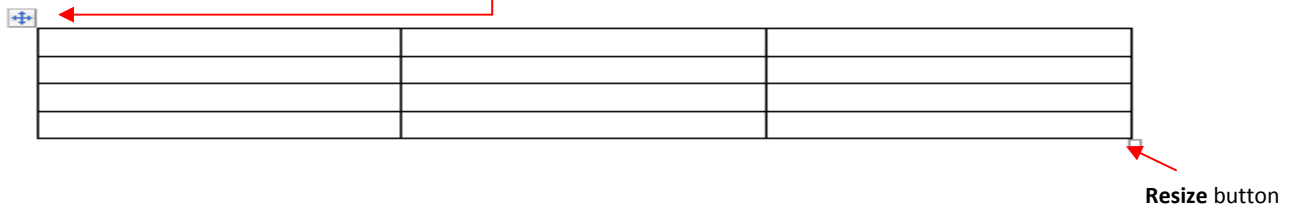
2. To adjust the width of columns, *move* your cursor over any vertical line until it changes into a two sided arrow. *Drag* the line where you want it. (If you *double click*, the column will auto adjust to the size of your text)

3. To adjust row height, move cursor over any horizontal line until a double arrow appears, drag as above.

4. To add or delete rows or columns-*with a column or row selected, click* on the **Layout** tab. In the **Rows& Columns** group, *click* on the **Delete** button for a menu to delete or on one of the **Add** buttons.

5. *Select* the first row. *Notice* that, when you have any part of a table selected two new **Contextual Tabs, Design** and **Layout,** appear on the **Ribbon** under **Table Tools**.

   a. *Click* on the **Layout** tab. In the **Merge** group, *click* the **Merge Cells** button**.**

   b. *Place* your **Insertion Point** in the row and *type* the word 'schedule '. In the **Alignment** group, *click* the **Align Center** button.

   c. *Click* on the **Design** tab. In the **Table Styles** group, *click* the **Shading** button. A menu of colors will appear. *Move* your cursor over the colors to *see* a **Live Preview** and then *click* on any color you like. *Notice* that only the cells selected are shaded.

6. *Select the entire table* by *clicking* on the **Select Table** button. On the **Design** tab, *click* the **Launcher** in the **Draw Borders** group. A dialog box will open.

   a. In the **Borders** tab, under **Setting**, *click* **All.**

   b. *Scroll* through the **Style Menu** and as you *click* on different options, *see* the preview in the preview pane. *Choose* whatever style you prefer.

    c. *Click* the **Color** list arrow and *choose* a color from the menu.

    d. *Click* the **Width** list arrow and *choose* a width.

    e. *Click* **Ok** to *apply* your changes.

    f. *Click* in a blank area to view your table.

7. To move your table, *click* on the **Select Table** button and *drag* your table to a new location.

8. To resize your table, use the **Resize** button on the bottom right corner of the table.

Pictures/Clip Art /Shapes/Text boxes

Inserting Clip Art/Pictures

1. *Place* your **Insertion Point** outside of the table. On the **Insert** tab, in the **Illustrations** group, click the **Clip Art** button**.**

2. A **Clip Art Pane** will open on the right side. In the **Search For** box, *type* "sports" and *click* the **Go** button. A question box will pop up asking if you want to search the online collection. *Answer* no. A selection of art will appear. *Move* your mouse pointer to the football helmet and *click* on the **Drop Down Arrow** that appears. *Click* **Insert.** The picture will be inserted into your document at the insertion point.

3. *Click* in a clear space to deselect the picture.

4. To insert a picture, *click t*he picture button. *Navigate* to your flash drive and c*hoose* one of your saved pictures, and then *click* **Insert**.
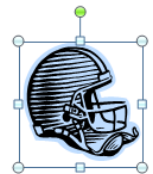
Formatting and Moving Pictures

1. When you click on the helmet picture, notice the small circles and squares that surround it. Dragging the picture from one of the small circles will resize the picture proportionately. Dragging from one of the squares will change the shape of the picture. *Notice* the small green circle. If you click and drag there, you will rotate the picture. *Select* a corner circle and resize the picture to approximately ½" square.

2. If you try to move your picture by clicking and dragging it, it will be difficult. To make it easier, follow these steps: When the picture is selected, a **Picture Tools Contextual Tab** will open*. Click* the **Format** tab and in the **Arrange** group, *click* the **Text Wrapping** button. *Click* **In Front of Text.** This procedure turns your picture into an object and you can now click on your picture and drag it anywhere you choose. *Move* your picture to the last column in your table.

3. With your picture selected*, click* on the **Format** tab and move your cursor over the buttons in the **Picture Styles** group to see a **Live Preview** of their effects.   Click the **Drop Down Arrow** to see more options and click on the last one (**metal oval**).   Click on the **Picture Border** button and click on any color that you like. *Deselect* your picture.

Inserting lines, arrows and shapes

1. *Click* on the **Insert** tab. In the **Illustrations** group, *click* the **Shapes** button. A menu of shapes will open.   In the **Line** section*, click* on the double arrow. In the document, *click* where you want your line to start and *drag* it to where you want it to end. Use the buttons at the ends to position the arrow, move tool to move

it. Format the selected arrow using the **Shape Outline** button in the **Shape Styles** group in the **Drawing Tools Contextual Tab (Format).** Give it a color and a heavier weight.

2. Repeat the above steps, except choose the 5- point star shape located in the **Stars and Banners** section. Move your star to the right side of the document.

3. When your star shape has been inserted and while it is still selected, a **Drawing Tools Contextual Tab (Format)** appears with buttons to format your shape. In the **Shape Styles** group, *click* the drop down arrow. *Mouse over the selections to see a **live preview of the different styles**. Click on* whichever one you like.

Inserting text boxes

A text box is a free standing object that can contain words. Some of the shapes that you can insert are actually text boxes.

1. *Click* on the **Insert** tab. In the **Text** group, *click* the **Text Box** button, a menu of text boxes opens and a variety of text box styles will open. To have more control over placement and size, click on Draw Text Box.

2. *Click in your document where you want the text box to start and drag to where you want it to end.*

3. The blinking cursor within the box indicates that what you type will be inserted into the box. *Type* your name. *Resize* the text box to just fit around your name.

4. You can change formatting using buttons on the **Text Box Tools Contextual Tab** *(Format)*. With the text box selected, *click* on the **Format** tab. In the **Text Box Styles** group, *click* on the drop down arrow of the **Shape Outline** button, move down to **Weight** and over to the **3 pt** button. *Click* on it.

5. To move your text box*, move* your cursor to the edge of the box until a **four-way arrow** appears. Then *click and drag your box* wherever you choose.

Bulleted/Numbered Lists (optional) - when you want to present a list of items in a document, you will usually want to put each item on its own line. When the order of items is not important – for example, a list of items to carry out a task use a **Bulleted List.** When the order is important - for example, steps in a procedure – use a **Numbered List**.

1. To create **Bulleted List –**
   a. *Open* a new blank Word document and *type* my pets. *Press* **Enter** key on keyboard.
   b. *Click* on the **Bullets** button in the **Paragraph** group. *Type* the word cat; *press* **Enter**, then *type* dog; *press* **Enter**, then *type* fish. *Press* **Enter** and then *click* the **Bullets** button. This will end your list. *Notice* how each word is on a separate line and proceeded by a bullet.

2. To create **a Numbered List – use to prioritize**
   a. *Type* caring for my dog. If your cursor is not at the end of the line, *place it* there. *Press* **Enter**.
   b. *Click* on the **Numbering** button in the **Paragraph** group**.**
   c. *Type* feed; *press* **Enter**. *Type* walk; *press* **Enter**. *Type* play; *press* **Enter**. *Click* the **Numbering** button to end your list.

To create a **Multilevel List** –

    a. *Type* <u>Where things are,</u> *press* **Enter**.

    b. In the **Paragraph** group, *click* on the **Multilevel List** button. A menu of styles will open. *Hover* your mouse cursor over the various styles to view them and then under **List Library**, *click* the **first option on the second row**.

    c. *Type* <u>Office</u>. *press* **Enter**, *press* **Tab**, *type* <u>desk</u>. *press* **Enter**, *press* **Tab**, *type* <u>top drawer</u>. *press* **Enter**, *press* **Tab**, *type* <u>pencils</u>; *press* **Enter**, type <u>stapler</u>; *press* **Enter**, type <u>ruler</u>. *Press* **enter twice**; *type* <u>middle drawer</u>. Press **Enter**, *press* **Tab**, type <u>paper</u>; *press* **Enter**, *type* <u>tax forms</u>. *Press* **enter three times**; *type* <u>filing cabinet</u>. (*press* **Enter** to create a new item at the same level, **Tab** to move down a level and **Enter** <u>twice</u> to move up a level. When finished with your list, *press* **Enter** until no more bullets appear.)

3. To customize your lists

    a. Changing the style of bullets or numbers –

        i. *Select* the <u>cat, dog and fish lines of text</u>. In the **Paragraph** group, *click* the drop down arrows on the **Bullets or Numbering** button and hover over each option to see a live preview of changes.

    b. Changing the indent – *select* the list you want to change. In the **Paragraph** group, *click* the **Increase Indent** or the **Decrease Indent** buttons to make changes.

Close Word without saving changes.

Templates (optional)

Calendar Wizard

1. In the **Office** menu, *select* **New**. This will open a dialogue box where you can choose a document type.
3. On the left there is a menu where you can choose templates to base your new document on. There are some that are already installed on the computer. And there are some that can be obtained online.
4. *Scroll down through the online templates until you see* <u>Calendars</u> *and click on it.*

    a. In the middle pane will appear the templates available in that category. (You may have to click on a sub-category to see the templates). *Click* on <u>Other Calendars</u>.

    b. Once you can see some templates, *scroll down and select* <u>Calendar Wizard</u> *by clicking on it and then press* **download** in the lower right corner of the dialogue window.

5. With the wizard we can choose specifics to create our calendar. When the wizard opens, click **next**. Choose the <u>boxes and borders</u> style, click **next**. *Choose* <u>landscape</u> and check the no radio button; click **next**. *Choose* the **date range** of May 2010 to May 20109: click **next**. Click **finish**.
6. Let's do some formatting:

    a. *Select* all the numbers and change the font size to 14 and right align them.

    b. *Add* a grid to the calendar. (**Home** tab →**Paragraph** group →**Borders Button** arrow →**All Borders**)

    c. *Insert* a **text box** into the first day of the month and type May Day into it.

    d. *Format* the **text box** to have no outline. **(Format** tab →**Text Box Styles** group →**Shape Outline** button →**No Outline**)

7. *Close* Word

Search for a template online

1. In the **Office** menu, *select* **New**. This will open a dialogue box where you can choose a document type.
2. In the search box above the middle pane, *type* <u>tear off</u> and *press* the **Start searching** button.
3. *Choose* the **Car for sale flyer** and *click* **Download**.
4. *Replace* objects and text as desired*.*

Mail Merge (optional)

Mail merge is a feature of Word processing programs such as Word 2007 that enables you to generate form letters. Form letters are sent out en masse to people where much of the letter is the same for each recipient. What changes in the letter are the recipient's name, address, and maybe certain other items specific to each recipient.

To use a mail-merge system, you would first create a data file with a set of information, like a list of names and addresses. In a Word document, you would create the letter, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). Through a series of a few small steps using mail merge, you can create form letters that are personalized for each recipient.

The data file can be created with various programs such as Word, Excel, or Access.   The beauty of the mail merge feature is that while you can create your own data source in Word, if you already have a spreadsheet of data created in Excel or some other program, it makes sense to use that.

Follow these steps to create a mail merge document.

1. To save time, we have already created a data file in Excel and a sample letter in Word that you can access and save onto your flash drive.
    a. *Insert* your **flash drive** and close the AutoPlay window.
    b. *Click* on the **Class Resources** link on the desktop (or go to <u>http://www.mc-npl.org/ComputerLab/ClassResources.html</u>), *scroll* down to the <u>Introduction to Microsoft Office Word 2007 Course</u> section, and *click* on <u>Donations</u> List   *Save* the file to your flash drive. When the download is complete, *close* the window.
    c. Now *click* on **Merge Letter** and *save* that to your flash drive; again closing the download complete window.
    d. *Close* the browser window.
2. Before we start the mail merge process, let's look at the donations list that was created in excel.
    a. Double click on the <u>flash drive icon</u> on the desktop.
    b. *Open* **DonationsList.xlsx**
    c. *Notice* that the **list** is on the worksheet named <u>Sheet 1</u>.
    d. Notice that the **first row** of the worksheet contains <u>headings</u>.
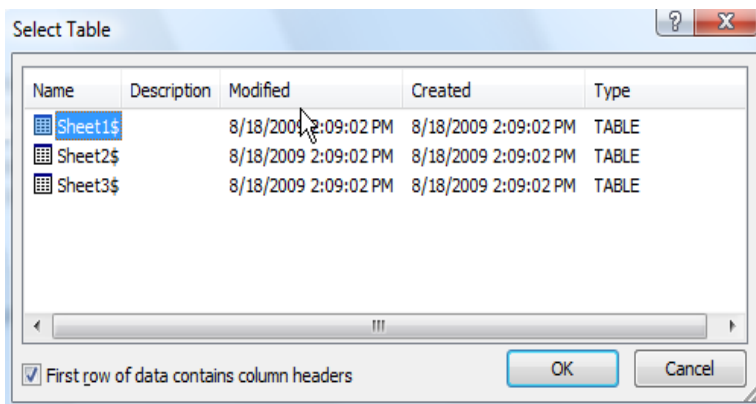   e. Close DonationsList.xlsx

3. *Open* the **MergeLetter.docx**. *Notice* that the **address** of the establishment, the **body** of the letter and the **closing** are all in place. We will use mail merge to *personalize* each letter with an **address block**, a **salutation**, and a **donation** amount for each person in our list.
4. On the **Ribbon**, *click* on the **Mailings** tab.
5. *Find* the **Start Mail Merge** group. *Click* on the **Start Mail Merge** button to *open* the menu and then *click* on
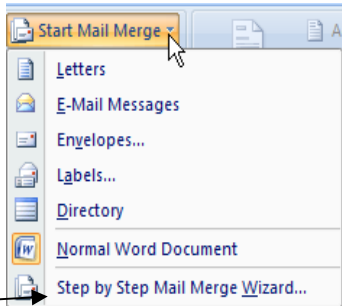

   Step by Step Mail Merge Wizard.
6. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.
7. **Step 1** - *Notice* **Select document type** prompt. By default, the radio button for letters is checked, and that is the one that we want. *Click* on **Next: Starting Document** at the bottom of the Mail Merge pane.
8. **Step 2** - *Notice* the **Select starting document** prompt. Since we will be using this letter, do not change the default selection of use the current document. *Click* on **Next: Select Recipients** at the bottom of the Mail Merge pane.
9. **Step 3** – *Notice* the **Select recipients** prompt
   a. The default selection, Use an existing list is the one we need. To find the list, *click* on the Browse button.
   b. (In Lab, click away the restrictions boxes.)
   c. A **Select Data Source** dialog box will open. *Navigate* to your Flash drive and *open* DonationsList.xlsx
   d. A **Select Table** dialog box will open. We need to provide some information about our document. *Notice* that by default, Sheet 1 is selected. *Remember* that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also *be sure* that the **check box** before First row of data contains column headers is *selected*. Click OK.
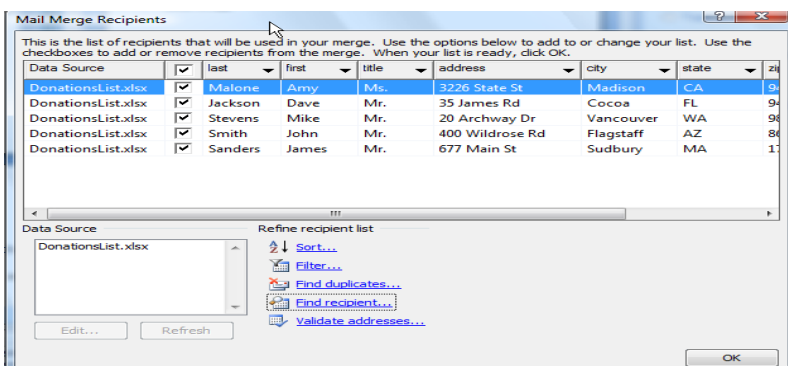
   e. A **Mail Merge Recipients** dialog box will open which will allow you to review, delete or change your list. Since we are not making any changes, click OK.

   f. *Click* **Next: Write your letter** at the bottom of the Mail Merge pane.

Quick Parts (optional)

Quick Parts is new to Microsoft Word 2007. It allows you to add preformatted portions of text. The portions of text can be reused as many times as you like. If you are constantly typing the same text such as a company name or an address, you can create a quick part out of it and in a couple of key strokes insert the text into your document. Quick Parts can save you a lot of time when you're creating documents.

To create a quick part:

1. *Type* Montgomery County-Norristown Public Library into a document and *highlight* it.
   a. *Bold* it and *change* the font size to 14. Do not deselect the text.
2. *Press* Alt +F3 on the keyboard to open a dialog box
   a. In the **Name** field *type* a code such as **m1**
      i. The code is very important because this is what you will type to retrieve your quick part. Make it short but understandable.
   b. *Leave* other fields at the default settings.
   c. *Click* ok

### To insert a quick part into your document(method1):

1. *Insert* your cursor at another spot in your document.
2. *Type* **m1** and then press the **F3** key

To insert a quick part into your document (method2):

1. *Click* on the **Insert** tab on the Ribbon.
2. *Click* on the **Quick Parts** button in the **Text** group.
3. *Click* on the **building block** that you wish to insert

Closing Word after creating a quick part:

1. When you close Word after adding a building block you will get a warning that looks like this:
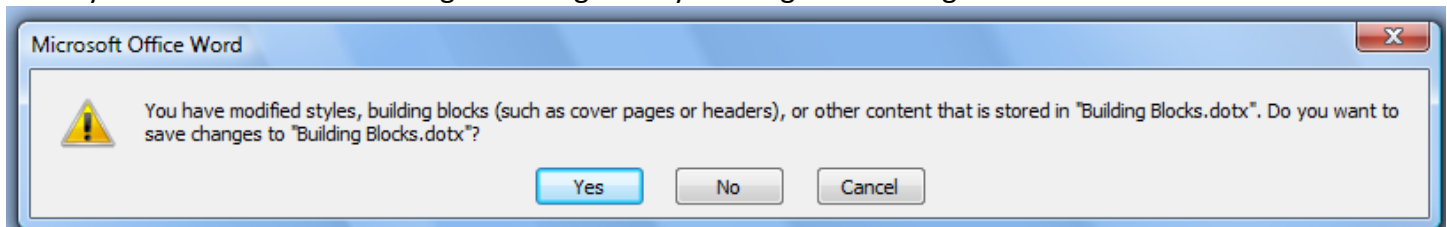
2. In order to preserve the quick part you will need to answer yes.
3. The quick part will be specific to your account on the particular computer you are using.

Using Help (optional)

When you are working in Word, the most convenient place to look for help is Word's built-in help system. However, the help system in Word 07 is not as straightforward as in previous versions.

1. *Click* the small question mark in the upper right corner.
2. A dialog box will open. *Type* 'columns' in the search field and *click* search.

3. *Scroll down and select* **Create newsletter columns.**
4. *Click* **Add newsletter columns to part of a document.**
5. Read the instructions. Note that help will give you one way to solve the problem. There is often more than one way.
6. Access the table of contents by clicking on the icon on the toolbar. Clicking on the book icon before each topic will further expand the menu. Suppose that you forgot how to insert a page number in your document.

    a. *Click* on the **Help** button
    b. *Click* on the **Table of Contents** button.
    c. *Click* on the book icon before Page Numbers
    d. *Click* on Insert or Remove Page Numbers.
    e. In the right pane, *click* on Create a header or footer that contains only the page number.
    f. The instructions will appear in the right pane.