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Microsoft Word 2007

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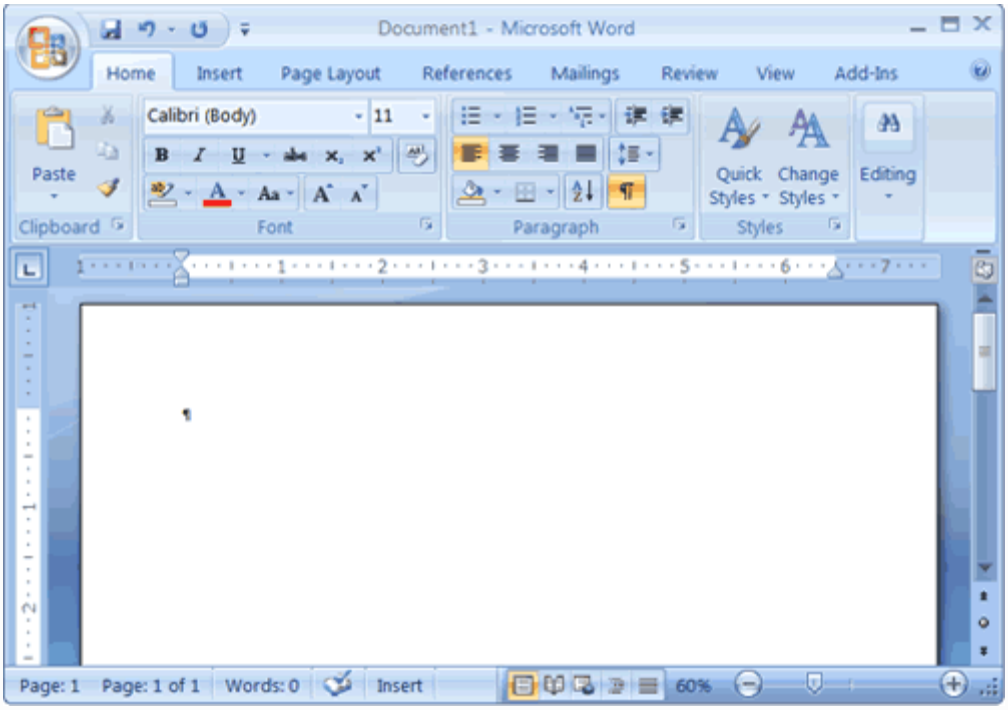
Microsoft Word 2007 Step by Step

Lesson 1: Getting Familiar with Microsoft Word 2007 for Windows

- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- The Ruler
- The Text Area
- The Vertical and Horizontal Scroll Bars
- The Status Bar
- Understanding Document Views
- Click
- Understanding Nonprinting Characters
- Create Sample Data and Select Text
- Place the Cursor
- Execute Commands with Keyboard Shortcuts
- Start a New Paragraph
- Exit Word

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. This tutorial teaches Microsoft Word 2007 basics. Although this tutorial was created for the computer novice, because Microsoft Word 2007 is so different from previous versions of Microsoft Word, even experienced users may find it useful.

This lesson will introduce you to the Word window. You use this window to interact with Word. To begin this lesson, open Microsoft Word 2007. The Microsoft Word window appears and your screen looks similar to the one shown here.

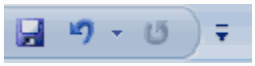


Note: Your screen will probably not look exactly like the screen shown. In Word 2007, how a window displays depends on the size of your window, the size of your monitor, and the resolution to which your monitor is set. Resolution determines how much information your computer monitor can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text and images are smaller. Also, Word 2007, Windows Vista, and Windows XP have settings that allow you to change the color and style of your windows.

The Microsoft Office Button

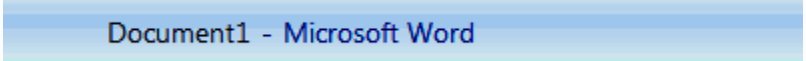
In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

The Quick Access Toolbar



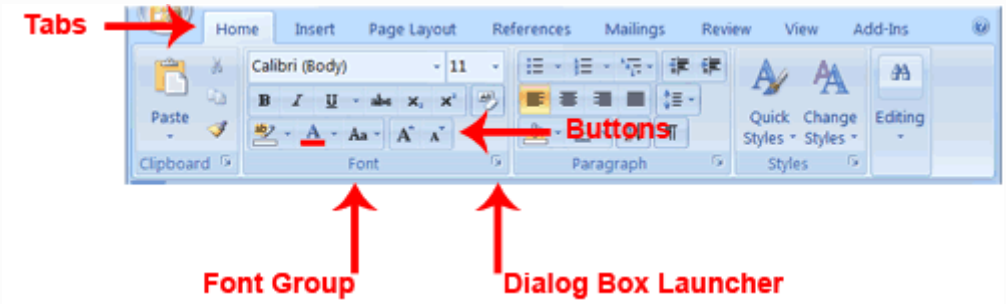
Next to the Microsoft Office button is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

The Title Bar



Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first new document you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.

The Ribbon

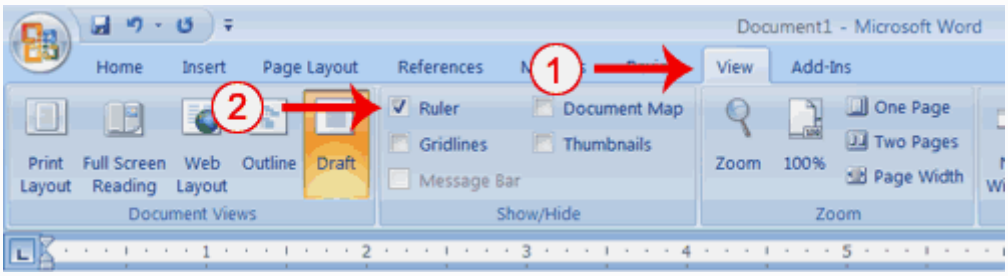


You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

The Ruler

The ruler is found below the Ribbon.

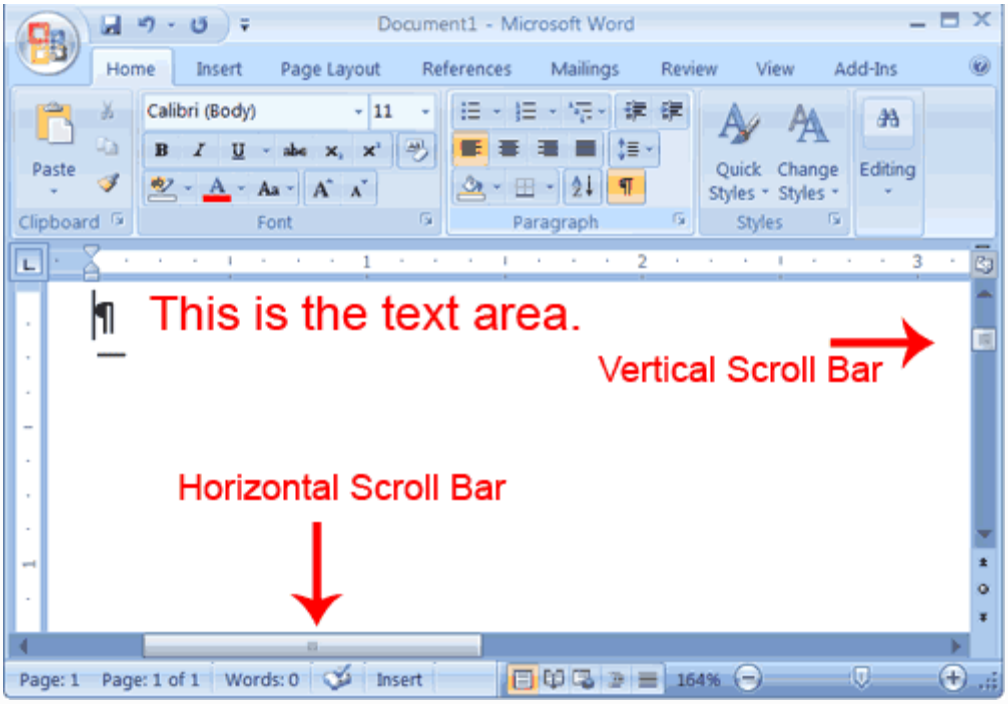
You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:



1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

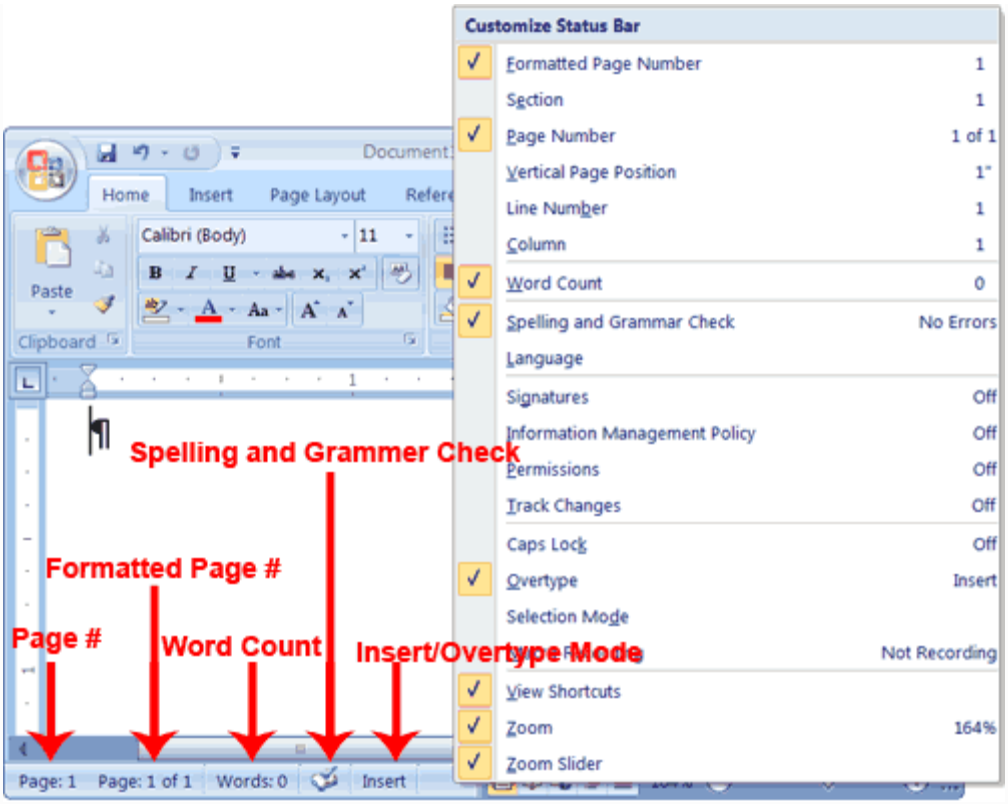


The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



Understanding Document Views

In Word 2007, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

Draft View

Draft view is the most frequently used view. You use Draft view to quickly edit your document.

Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed.

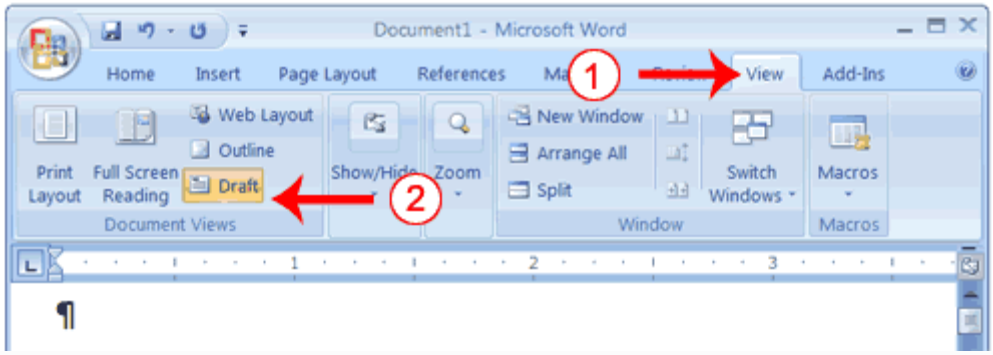
Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable.

Outline View

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

You should use Draft view for these lessons. Before moving ahead, make sure you are in Draft view:



1. Click the View tab.
2. Click Draft in the Document Views group. When the Draft option is selected it appears in a contrasting color.

Click

During the lessons that follow, you will be asked to "click" items and to choose tabs. When asked to click:

1. Point to the item.
2. Press your left mouse button once.

If you are asked to double-click an item:

1. Point to the item.
2. Quickly press your left mouse button twice.

If you are asked to right-click:

1. Point to the item.
2. Press your right mouse button.

If you are asked to choose a tab, click the tab.

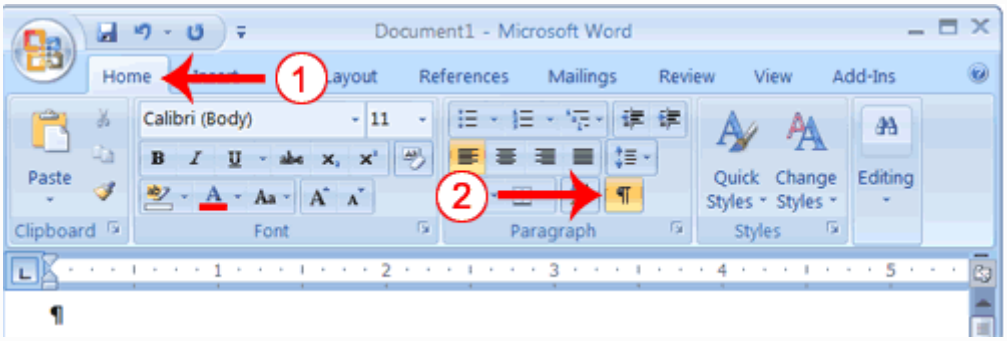
Understanding Nonprinting Characters

Certain characters, called nonprinting characters, do not print and will not appear in your printed document but do affect your document layout. You can elect to see these characters on the screen as you type or you can elect to have them remain invisible. For these lessons, opt to see them onscreen. This table describes most of them:

Character	Denotes
→	A tab
.	A space
¶	The end of a paragraph

Hidden	Hidden text

To view nonprinting characters:



1. Choose the Home tab.
2. Click the Show/Hide button ¶ in the Paragraph group . The Show/Hide button appears in a contrasting color, when it is selected.

Create Sample Data and Select Text

If you type =rand() in your Word document and then press Enter, Word creates three paragraphs. You can use these paragraphs to practice what you learn. Throughout these lessons, you will be asked to select text. The following exercise teaches you how to create data and how to select data. You can select by using the arrow keys or by clicking and dragging. When using the arrow keys, use the up arrow to move up, the down arrow to move down, the left arrow to move left, and the right arrow to move right. When using the mouse, press the left mouse button and then drag in the direction you want to move.

EXERCISE 1

Create Sample Data

1. Type **=rand()**.
2. Press Enter. Three paragraphs appear in your document.

Select with the Shift and Arrow Keys

1. Place your cursor before the word "On" in the first paragraph.
2. Press and hold down the Shift key, which serves as an "anchor" showing where text you wish to select begins or ends.
3. Press the right arrow key until the first line of text is highlighted.
4. Press the down arrow key until the first paragraph is highlighted.
5. Click anywhere outside the highlighted area to remove the highlighting.

Select with the Mouse

1. Place your cursor before the word "You" in the second paragraph.
2. Press and hold down the left mouse button.

3. Drag the mouse until you have highlighted the second paragraph.
4. Click anywhere outside the highlighted area to remove the highlighting.

Place the Cursor

During the lessons, you will often be asked to place the cursor at a specific location (the insertion point) on the screen. You place the cursor by moving the cursor to the specified location and pressing the left mouse button or by using the arrow keys to move to the specified location.

EXERCISE 2

The Arrow Keys

1. Use the down arrow key to move down your document.
2. Use the right arrow key to move to the right.
3. Use the up arrow key to move up.
4. Use the left arrow key to move to the left.

Cursor

1. Move around your document by using you mouse and clicking in a variety of location.
2. Click in a location and type. Note what happens.

Execute Commands with Keyboard Shortcuts

There are many methods you can use to accomplish tasks when using Word. Generally, you choose an option by clicking the option on the Ribbon. However, you can also use shortcut keys. A key name followed by a plus and a letter means to hold down the key while pressing the letter. For example, Ctrl+b means you should hold down the Ctrl key while pressing "b." A shorthand notation of the above would read as follows:

Press Ctrl+b

Typists who are slowed down by using a mouse usually prefer using keys.

Start a New Paragraph

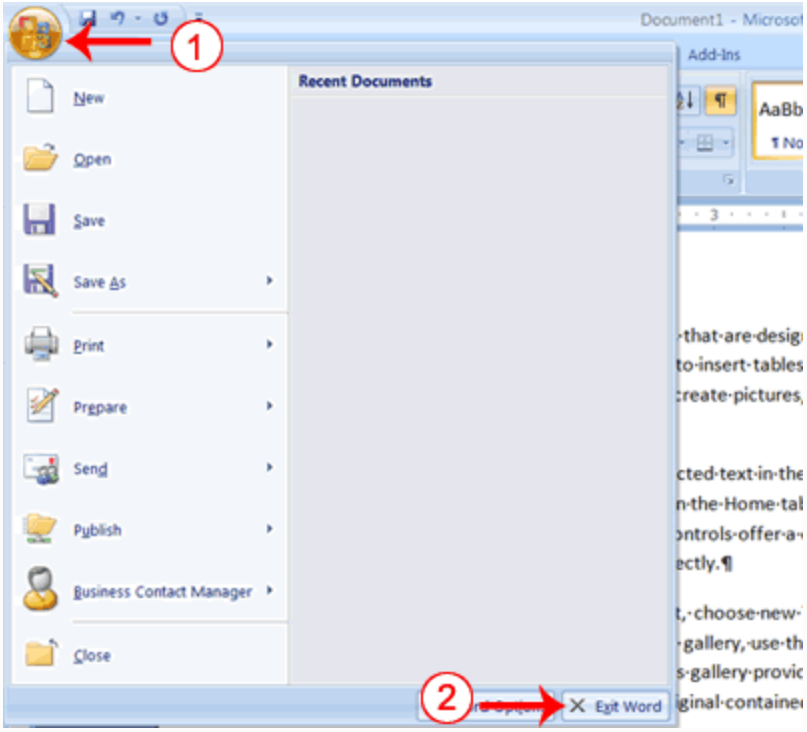
When you type in Microsoft Word, you do not need to press a key to move to a new line. To start a new paragraph, press the Enter key.

Exit Word

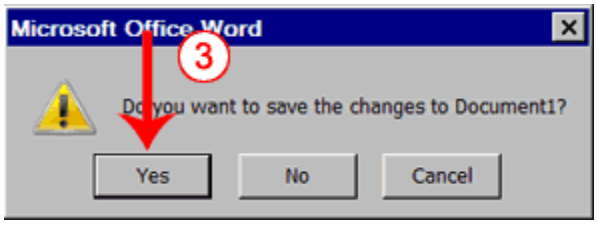
You have completed Lesson One. Typically, you save your work before exiting.

EXERCISE 3

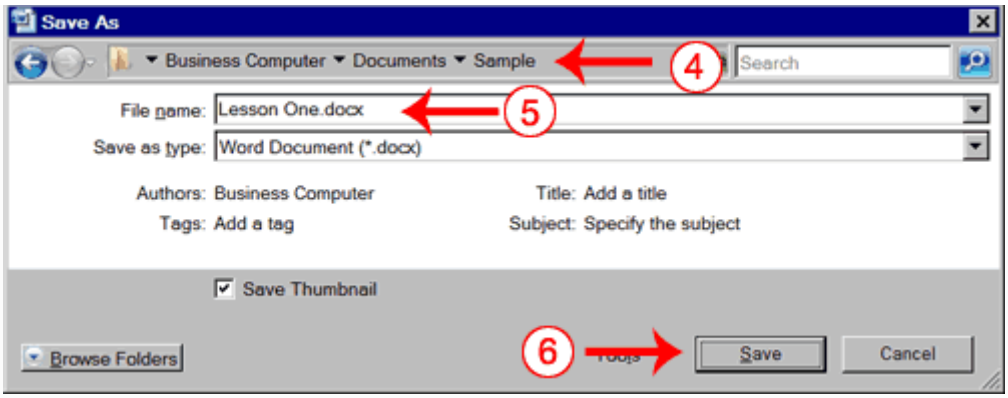
Close and Save—Windows Vista



1. Click the Microsoft Office button. A menu appears.
2. Click Exit Word, which you can find in the bottom-right corner.



3. You are prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No. If you click Yes, the Save As dialog box appears.



4. Move to the correct folder.
5. Name your file by typing **Lesson One.doc** in the File Name field.

6. Click Save. Word saves your file.

Close and Save—Windows XP

1. Click the Microsoft Office button. A menu appears.
2. Click Exit Word, which is in the bottom-right corner.
3. You will be prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No. If you click Yes, the Save As dialog box appears.
4. Specify the correct folder in the Save In box.
5. Name your file by typing **Lesson One.doc** in the File Name field.
6. Click Save. Word saves your file.

Lesson 2: Microsoft Word 2007 Basic Features

Lesson 1 familiarized you with the the Microsoft Word window. You are now ready to learn how to create a Word document. This lesson covers typing, using the Backspace key, using the Delete key, inserting text, bolding, underlining, and italicizing. To begin, open Microsoft Word.

- Type, Backspace, and Delete
- Insert and Overtype
- Bold, Italicize, and Underline
- Save a File and Close Word

Type, Backspace, and Delete

In Microsoft Word, you create documents by typing them. For example, if you want to create a report, you open Microsoft Word and then begin typing. You do not have to do anything when your text reaches the end of a line and you want to move to a new line—Microsoft Word automatically moves your text to a new line. If you want to start a new paragraph, press Enter. Microsoft word creates a blank line to indicate the start of a new paragraph. To capitalize, hold down the Shift key while typing the letter you want to capitalize. If you make a mistake, you can delete what you typed and then type your correction.
You can use the Backspace key to delete. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The insertion point is the point at which your mouse pointer is located. You can also delete text by using the Delete key. First, you select the text you want to delete; then you press the Delete key.

EXERCISE 1

Type and Backspace

1. Type the following sentence:
   Joe has a very large house.
2. Delete the word "house." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in "house."
3. Press the Backspace key until the word "house" is deleted.
4. Type **boat**. The sentence should now read:
   "Joe has a very large boat."

Delete
Delete the word "very" from the sentence you just typed.

1. Select the word "very." You can place the cursor before the "v" in the word "very," press and hold down the Shift key, and then press the right arrow key until the word "very" is highlighted.
2. Press the Delete key. The sentence should now read:
   "Joe has a large boat."

Insert and Overtype

While creating your document, you may find you need to insert text—place new text between existing text. Suppose, you type the sentence, "Joe has a large boat." After typing it, you decide you want to

change the sentence to "Joe has a large *blue* boat." With Microsoft Word, inserting a word, phrase, or even several paragraphs is easy.
Alternatively, you may want to overtype text—replace old text with new text. For example, suppose you type the sentence, "Joe has a large *blue* boat." After typing it, you decide you want to change the sentence to "Joe has a large *gray* boat." With Microsoft Word, overtyping the word blue with the word gray is also easy. Before you attempt to insert or overtype, you should check the mode you are in—Insert or Overtype. You right-click the Status bar and then use the Customize Status Bar menu to place the Insert/Overtype button on the Status bar. You can then use the Insert/Overtype button to switch between Insert and Overtype mode. When you are in Insert mode, you can insert text. When you are in Overtype mode, you can overtype text. By default, Microsoft Word is in the Insert mode.

EXERCISE 2

Placing the Insert/Overtype button on the Status bar

1. Right-click the Status bar. The Customize Status Bar menu appears.
2. Click Overtype. The Insert/Overtype button appears on the Status bar.
3. If the word Insert appears on the Status bar, you are in Insert mode.
4. If the word Overtype appears on the Status bar, click the word Overtype and it will change to Insert, thereby changing Word to Insert mode.

Insert

Make sure you are in Insert mode before proceeding. You are going to insert the word "blue" between the words "large" and "boat."

1. Place the cursor after the space between the words "large" and "boat."
2. Type the word **blue**.
3. Press the spacebar to add a space.
4. The sentence should now read:
"Joe has a large blue boat."

Overtype
You can type over the current text (replace the current text with new text) in the Overtype mode. Do the following to change to the Overtype mode.

- Click "Insert" on the Status bar. The word Insert changes to Overtype.

Change the word "blue" to "gray."

1. Place the cursor before the letter "b" in "blue."
2. Type the word **gray**.
3. The sentence should now read:
"Joe has a large gray boat."

Note: You can overtype text without changing to Overtype mode by selecting the text you want to overtype and then typing.

Bold, Italicize, and Underline

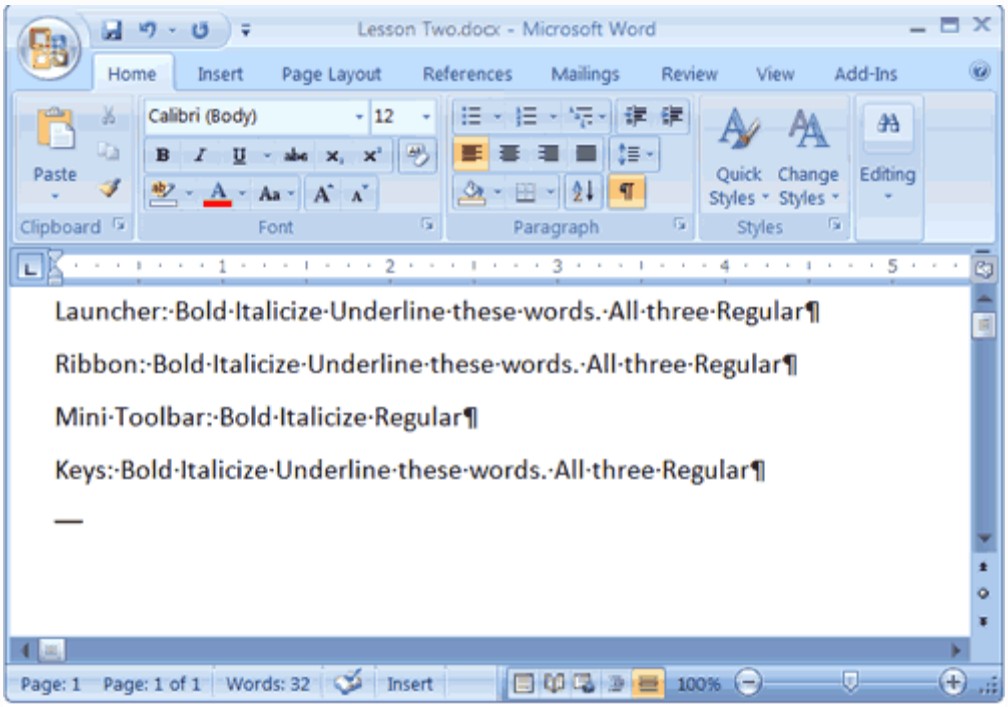
When creating a document, you may need to emphasize particular words or phrases by bolding, underlining, or italicizing. Also, certain grammatical constructs require that you bold, underline, or italicize. You can bold, underline, and italicize when using Word. You also can combine these features—in other words, you can bold, underline, and italicize a single piece of text.

When you need to perform a task in Microsoft Word, you can usually choose from several methods. The exercises that follow show you how to bold, underline, or italicize using four different methods: using the launcher, the Ribbon, the Mini-toolbar/context menu, and the keyboard.

EXERCISE 3

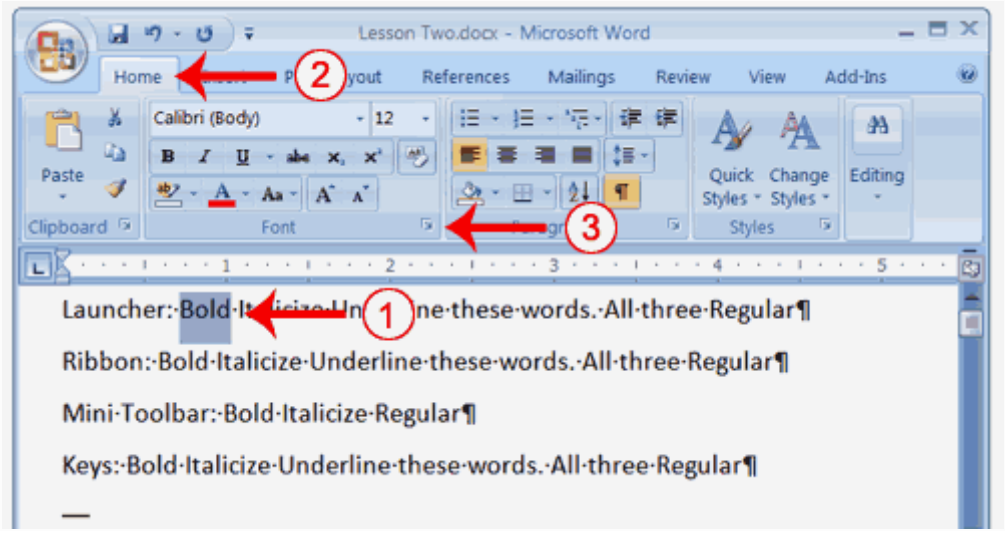
Type the following exactly as shown. Remember, pressing the Enter key starts a new paragraph. Press the Enter key at the end of each of the following lines to start a new paragraph.

Launcher: Bold Italicize Underline these words. All three Regular
Ribbon: Bold Italicize Underline these words. All three Regular
Mini Toolbar: Bold Italicize Regular
Keys: Bold Italicize Underline these words. All three Regular

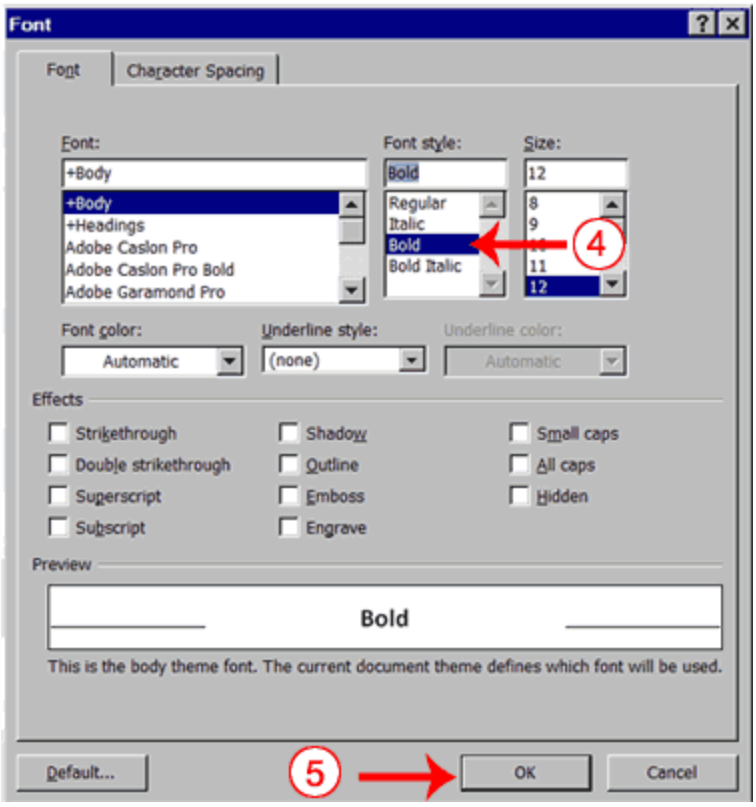


Your screen should look similar to the one shown here.

Bold with the Dialog Box Launcher

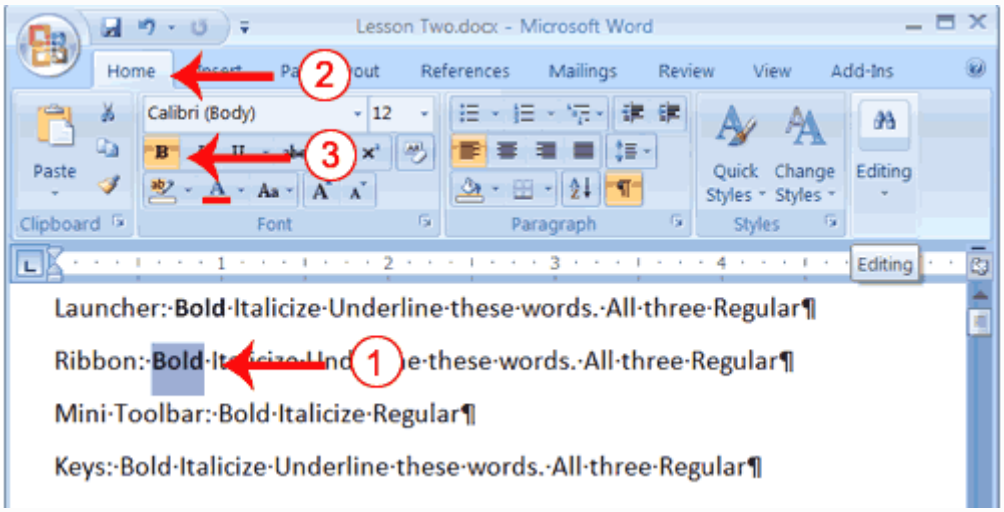


1. On the line that begins with Launcher, select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



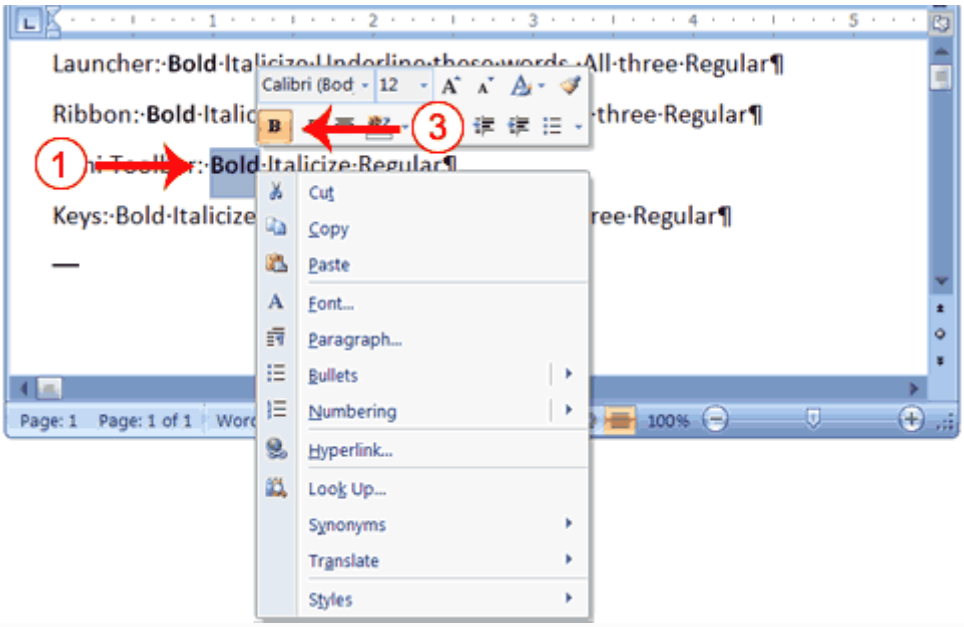
4. Click Bold in the Font Style box.
   Note: You can see the effect of your action in the Preview window. To remove the bold, click Regular.
5. Click OK to close the dialog box.
6. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

Alternate Method—Bold with the Ribbon



1. On the line that begins with "Ribbon," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the Bold button B in the Font group. You have bolded the word bold.
   Note: To remove the bold, you can select the text and then click the Bold button B again.
4. Click anywhere in the text area to remove the highlighting.

Alternate Method - Bold with the Mini Toolbar

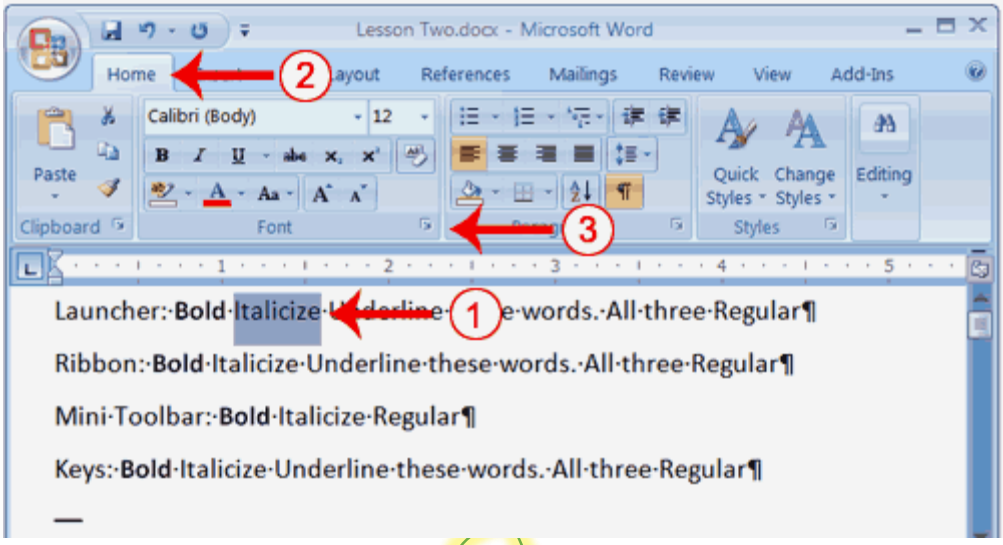


1. On the line that begins with "Mini Toolbar," select the word "Bold." You can place the cursor before the letter "B" in "Bold."Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Bold button B. You have bolded the word bold.

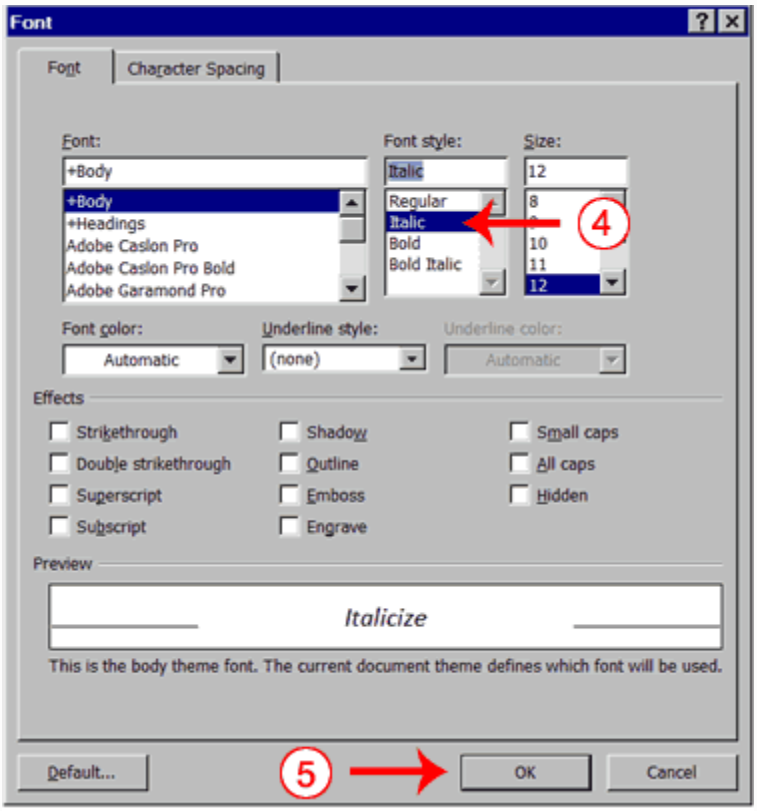
Alternate Method—Bold with Keys

1. On the line that begins with "Keys," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Press Ctrl+b (hold down the Ctrl key while pressing b).
   Note: To remove the Bold, press Ctrl+b again. You can also remove formatting by pressing Ctrl+spacebar.
3. Click anywhere in the text area to remove the highlighting.

Italicize with the Dialog Box Launcher

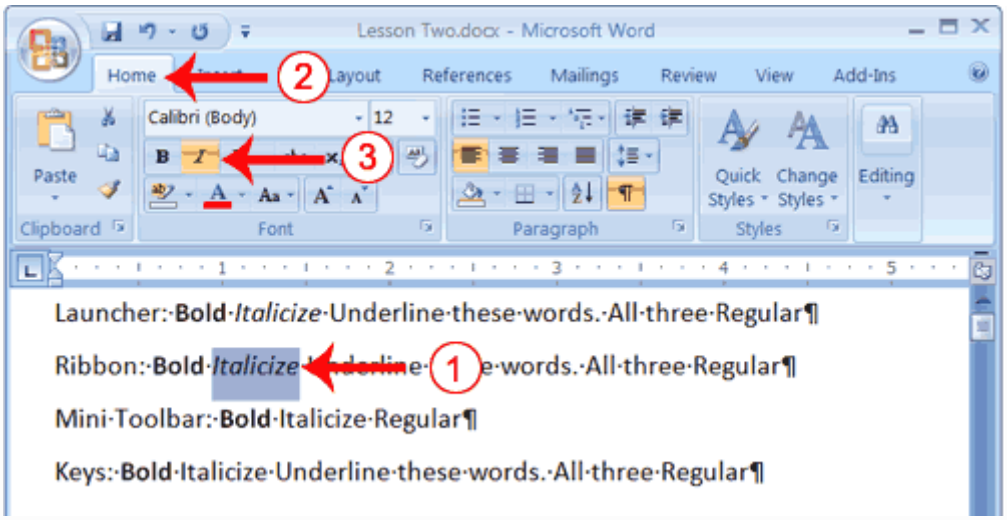


1. On the line that begins with Launcher, select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



4. Click Italic in the Font Style box.
   Note: You can see the effect of your selection in the Preview window. To remove the italics, click Regular in the Font Style box.
5. Click OK to close the Font dialog box.
6. Click anywhere in the text area to remove the highlighting. You have italicized the word Italicize.

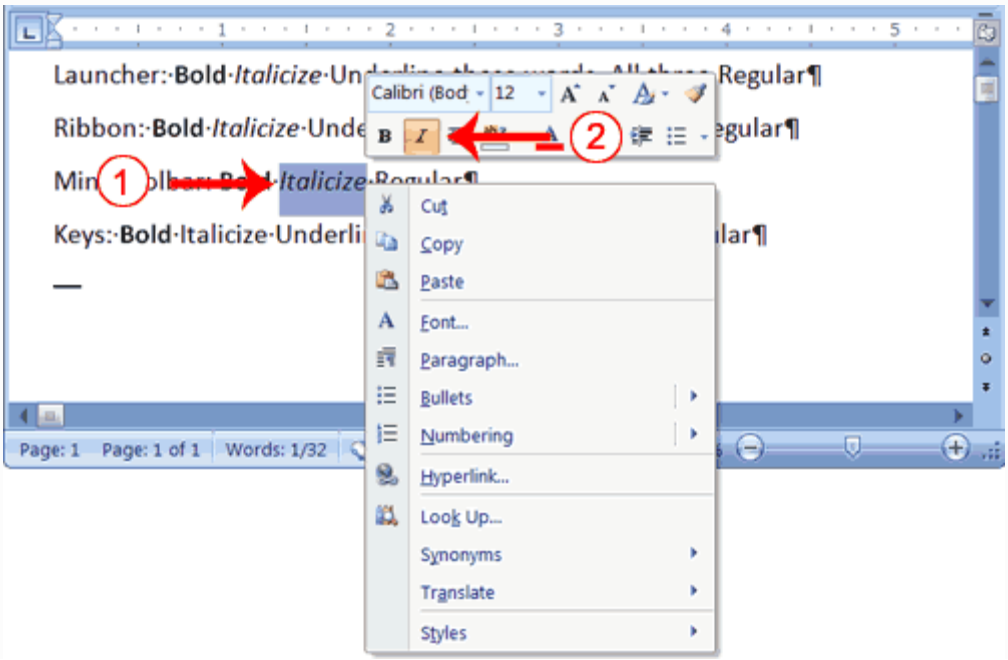
Alternate Method—Italicize with the Ribbon



1. On the line that begins with "Ribbon," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the Italic button on the Ribbon. You have italicized the word Italicize.

   Note: To remove the italics, select the text and click the Italicize button again.
4. Click anywhere in the text area to remove the highlighting.

Alternate Method—Italicize with the Mini Toolbar



1. On the line that begins with "Mini Toolbar," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.

3. Click the Italic button . You have italicized the word Italicize.

Alternate Method—Italicize with Keys

1. On the line that begins with "Keys," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Press Ctrl+i (hold down the Ctrl key while pressing i).
   Note: To remove italics, press Ctrl+i again. You can also remove formatting by pressing Ctrl+spacebar.
3. Click anywhere in the text area to remove the highlighting.You have italicized the word Italicize.

Underline with the Dialog Box Launcher

You can underline when using Word. Word provides you with many types of underlines from which to choose.The following are some of the underlines that are available if you use the dialog box launcher:

This·is·an·underline.¶

This·is·a·words·only·underline.¶

This·is·a·double·underline.¶

This·is·a·thick·underline.¶

This·is·a·dotted·underline.¶

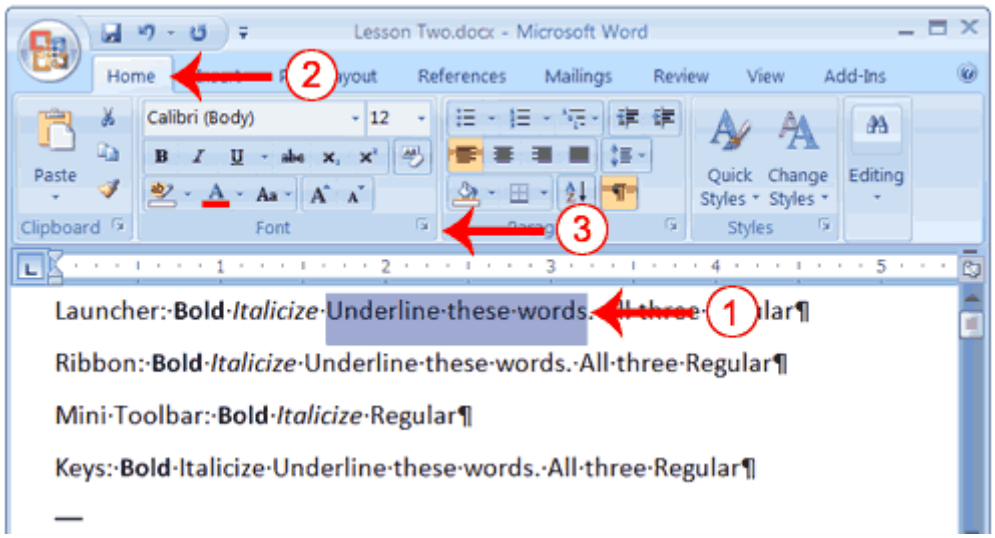
This·is·a·dashed·underline.¶

This·is·a·dot-dash·underline.¶

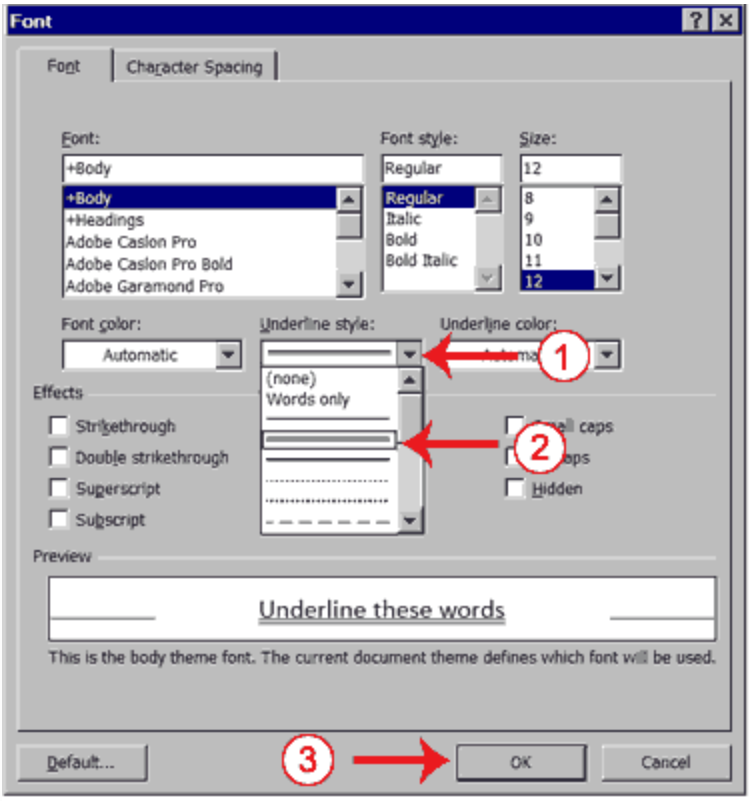
This·is·a·dot-dot-dash·underline.¶

This·is·a·wave·underline.¶

The following illustrates underlining with the dialog box launcher:

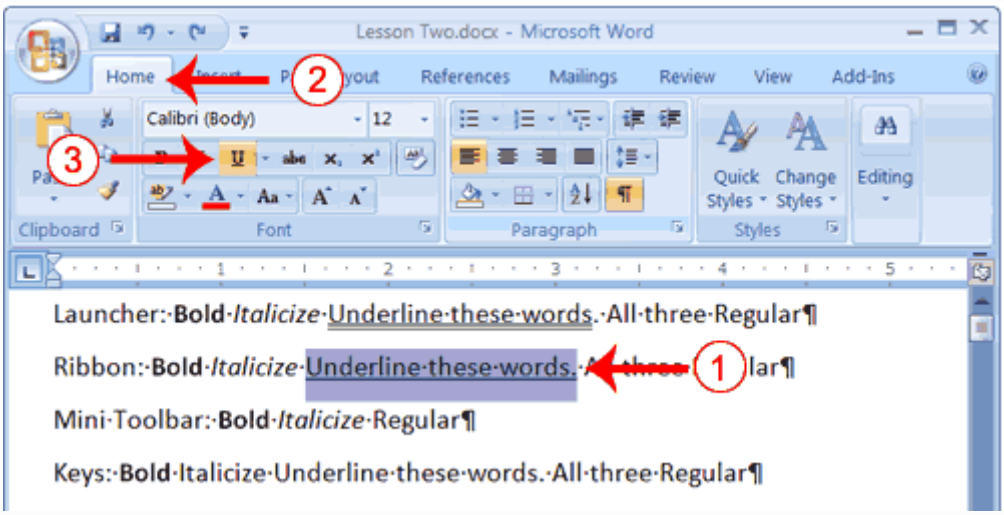


1. On the line that begins with "Launcher," select the words "Underline these words."
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



4. In the Underline Style box, click the down arrow to open the pull-down menu.
5. Click the type of underline you wish to use.
   Note: To remove an underline, you select None from the pull-down menu.
6. Click OK to close the dialog box. The underline you selected appears under the words.
7. Click anywhere in the text area to remove the highlighting.

Alternate Method—Underline with the Ribbon



1. On the line that begins with "Ribbon," select the words "Underline these words."
2. Choose the Home tab.
3. Click the Underline button in the Font group . Alternatively, you can press the down arrow next to the underline button and click to choose the type of underline you want.
   Note: To remove the underlining, click the Underline button again.
4. Click anywhere in the text area to remove the highlighting.

Alternate Method—Underline with Keys

1. On the line that begins with "Keys," select the words "Underline these words."
2. Press Ctrl+u (hold down the Ctrl key while pressing u).
   Note: To remove the underlining, press Ctrl+u again.
3. Click anywhere in the text area to remove the highlighting.

All Three with the Dialog Box Launcher

1. On the line that begins with "Launcher," select the words "All three."
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.
4. In the Font Style box, click Bold Italic**.**
   Note: You can see the effect of your selection in the preview window. To turn off the Bold Italic, click Regular.
5. In the Underline box, click to open the pull-down menu. Click the type of underline you want to use.
   Note: To remove an underline, select None from the pull-down menu.
6. Click OK to close the dialog box.
7. Click anywhere in the text area to remove the highlighting.

Alternate Method—All Three with the Ribbon

1. On the line that begins with "Ribbon," select the words "All three."
2. Choose the Home tab.
3. Click the Bold button in the Font group.
4. Click the Italic button in the Font group.
5. Click the Underline button in the Font group.
6. Click anywhere in the text area to remove the highlighting.

Alternate Method—All Three with Keys

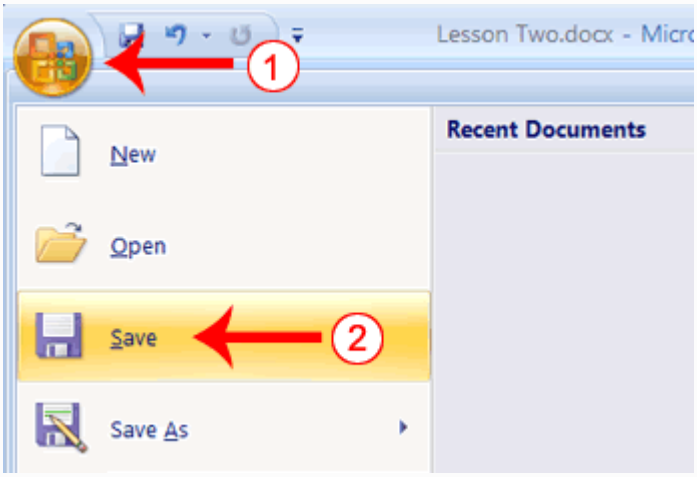
1. On the line that begins with "Keys," select the words "All three."
2. Press Ctrl+b (bold).
3. Press Ctrl+i (italicize).
4. Press Ctrl+u (underline).
   Note: You can remove formatting by highlighting the text and pressing Ctrl+spacebar.
5. Click anywhere in the text area to remove the highlighting.

Save a File and Close Word

You must save your documents if you wish to recall them later. You can use the Save option on the Microsoft Office menu, to save a document. You can also save a document by typing Ctrl+s. The first time you save a document, the Save As dialog box appears. Use the Save As dialog box to locate the folder in which you want to save your document and to give your document a name. After you have saved your document at least once, you can save any changes you make to your document simply by clicking the Save after you click the Microsoft Office button.
The following exercise shows you how to save the file you just created and close Word. You will name your file Lesson Two.

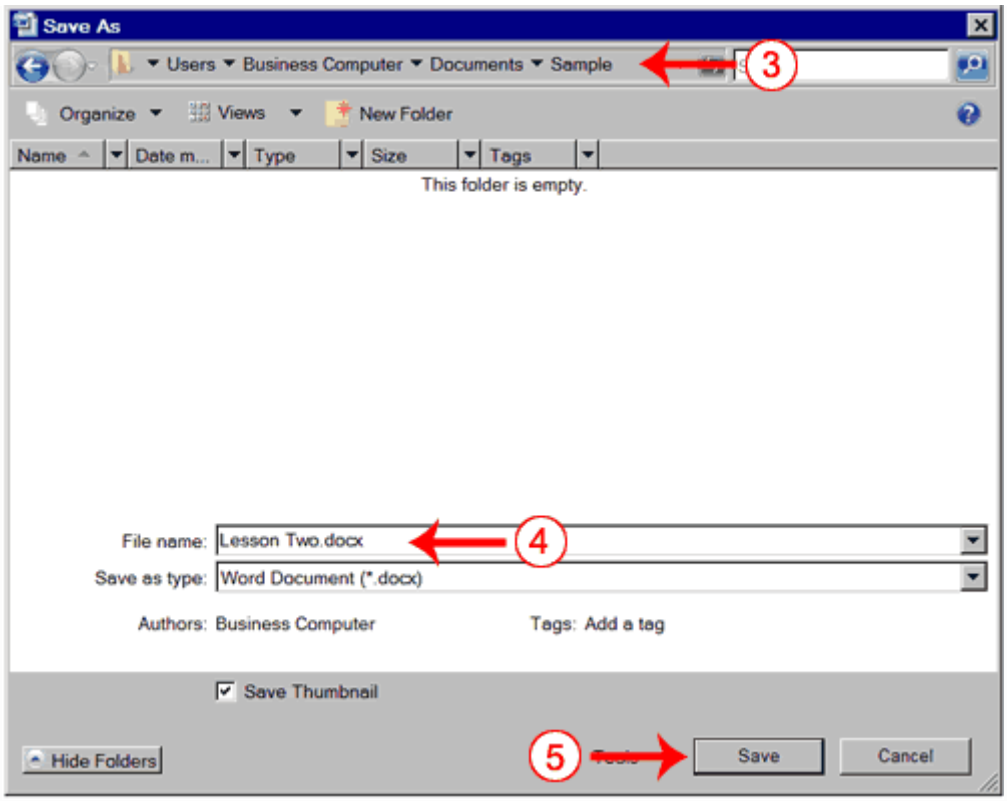
EXERCISE 4

Save a File—Windows Vista:



1. Click the Microsoft Office button. A menu appears.

2. Click Save. The Save As dialog box appears, if you are saving your document for the first time.



3. Use the Address bar to locate the folder in which you want to save your file.
4. Name your file by typing **Lesson Two.docx** in the File Name box.
5. Click Save.
6. Click the Microsoft Office button. A menu appears.
7. Click Exit Word, which is located in the bottom-right corner of the window. Word closes.

Save a File—Windows XP

1. Click the Microsoft Office button. A menu appears.
2. Click Save. The Save As dialog box appears if you are saving your document for the first time.
3. Specify the correct folder in the Save In box.
4. Name your document by typing **Lesson Two** in the File Name box.
5. Click Save.
6. Click the Microsoft Office button. A menu appears.
7. Click Exit Word, which is located in the bottom-right corner of the window. Word closes.

Every time you save your document, you overwrite the previous version of your document. For example, you create a document and save it. Later you delete several passages from the document and then save your changes. The passages from the first draft of the document no longer exist. If you want to save both the original draft of your document and the revised document, you must save the

second draft of the document using a different name. To save the document using a different name, click the Microsoft Office button. A menu appears. Click Save As. The Save As dialog box appears. Use the File Name box to give your document a new name.

Lesson 3: More Basic Features

- Open a File
- Cut and Paste
- Copy and Paste
- Use the Clipboard
- Create AutoText
- Use Spell Check
- Find and Replace
- Change the Font Size
- Change the Font
- Save Your File

The features in Word 2007 can make your work easier, make your documents more attractive, and/or enable you to work more efficiently. This Microsoft Word lesson teaches you how to open a file, cut, copy, paste, use AutoText, use spell check, use Find and Replace, and change fonts. All of these features either make your work easier or make your document more attractive.

Open a File

When you do not have time to complete your work or when you finish your work, you can save and close your file. After saving a file, you can later open it to revise or finish it. You learned how to save a file in Lesson 2. In the exercise that follows, you learn how to open the file you saved.

EXERCISE 1

Open a File with Windows Vista

If you are using Windows Vista:

1. Open Word 2007.
2. Click the Microsoft Office button. A menu appears.
3. Click Open. The Open dialog box appears.
4. Locate the folder in which you saved the file. The file is named Lesson Two.docx.
5. Click Lesson Two.docx.
6. Click Open. The file you created during the previous lesson appears.

Open a File with Windows XP

If you are using Windows XP:

1. Open Word 2007.
2. Click the Microsoft Office button. A menu appears.
3. Click Open. The Open dialog box appears.
4. Use the Look In field to move to the folder in which you saved the file. The file is named Lesson Two.docx.
5. Click Lesson Two.docx.

6. Click Open. The file you created during the previous lesson appears.

Alternate Method—Opening a File with Keys

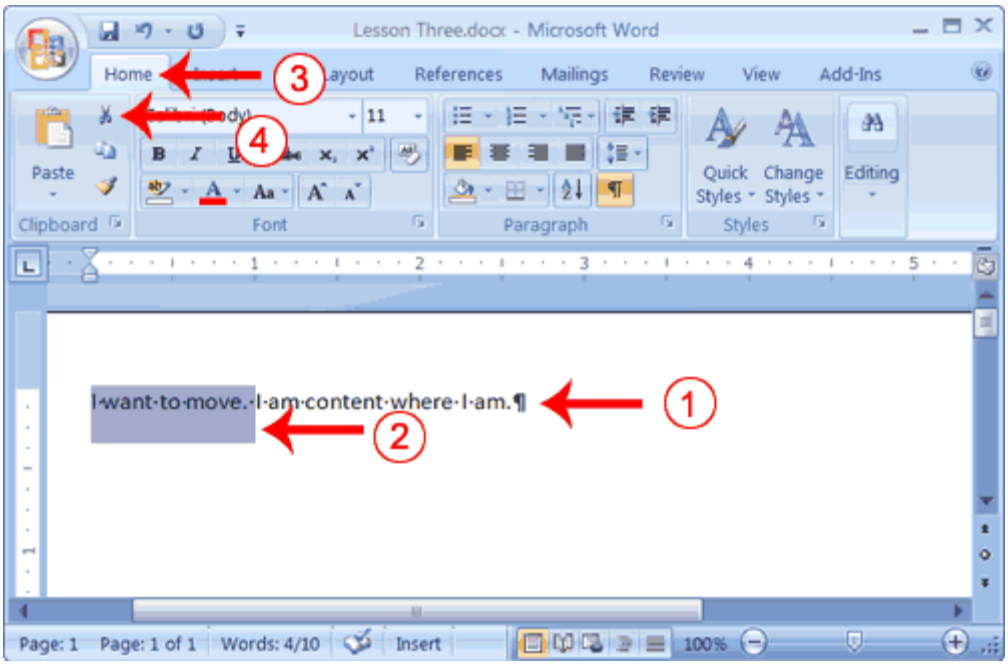
1. Open Word 2007.
2. Press Ctrl+o.
3. Locate the folder in which you saved your file. The file is named Lesson Two.docx
4. Click Lesson Two.docx.
5. Click Open. The file you created during the previous lesson appears.

Cut and Paste

You can use Word's Cut feature to remove information from a document. The you can use the Paste feature to place the information you cut anywhere in the same or another document. In other words, you can move information from one place in a document to another place in the same or different document by using the Cut and Paste features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

EXERCISE 2

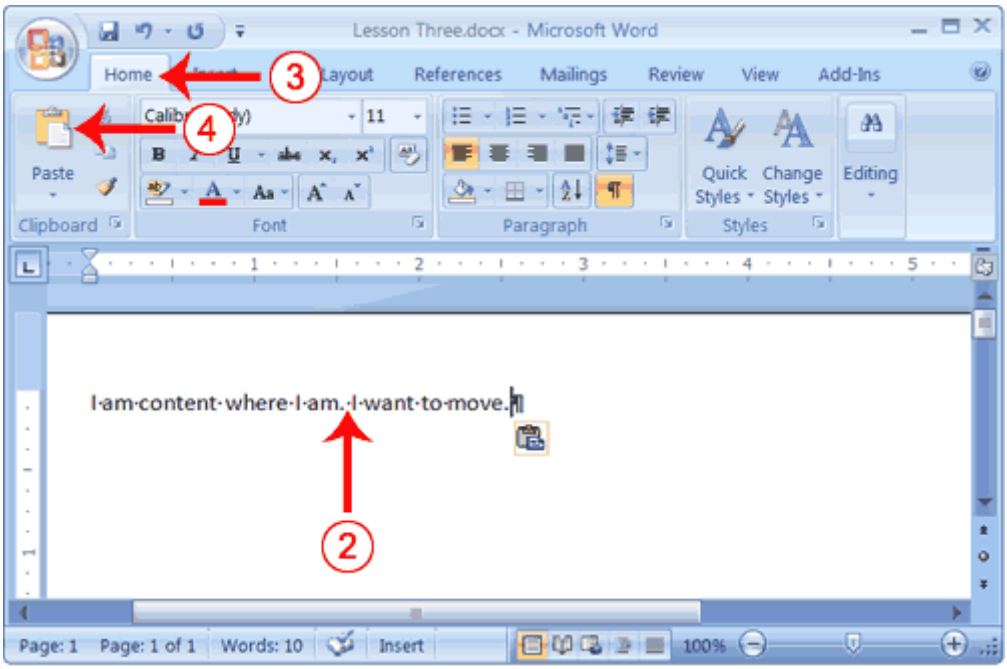
Cut with the Ribbon



1. Type the following:
   I want to move. I am content where I am.
2. Select "I want to move. "
3. Choose the Home tab.

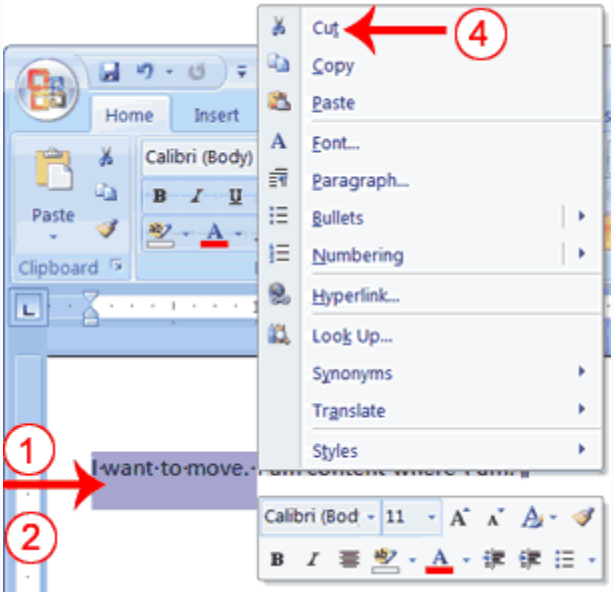
4. Click the Cut button in the Clipboard group. Word cuts the text you selected and places it on the Clipboard. Your text should now read:
"I am content where I am."

Paste with the Ribbon



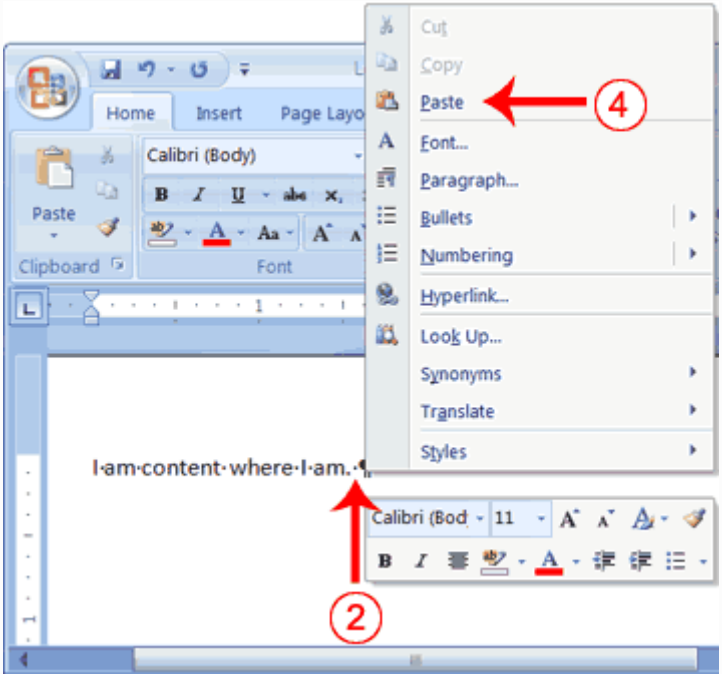
1.
2. Place the cursor after the period in the sentence "I am content where I am."
3. Press the spacebar to leave a space.
4. Choose the Home tab.
5. Click the Paste button in the Clipboard group. Word pastes the text on the Clipboard. Your text should now read:
"I am content where I am. I want to move."

Alternate Method—Cut with a Context Menu



1. Type the following:
   I want to move. I am content where I am.
2. Select "I want to move. "
3. Right-click. The Mini toolbar and a context menu appear.
4. Click Cut on the menu. Your text should now read:
   "I am content where I am."

Alternate Method—Paste with a Context Menu



1. Place the cursor after the period in the sentence
   "I am content where I am."
2. Press the spacebar to leave a space.

3. Right-click. A Mini toolbar and a context menu appear.
4. Click Paste. Your text should now read:
   "I am content where I am. I want to move."

Alternate Method—Cut with Keys

1. Type the following:
   I want to move. I am content where I am.
2. Select "I want to move."
3. Press Ctrl+x.
4. Your text should now read:
   " I am content where I am."

Alternate Method—Paste with Keys

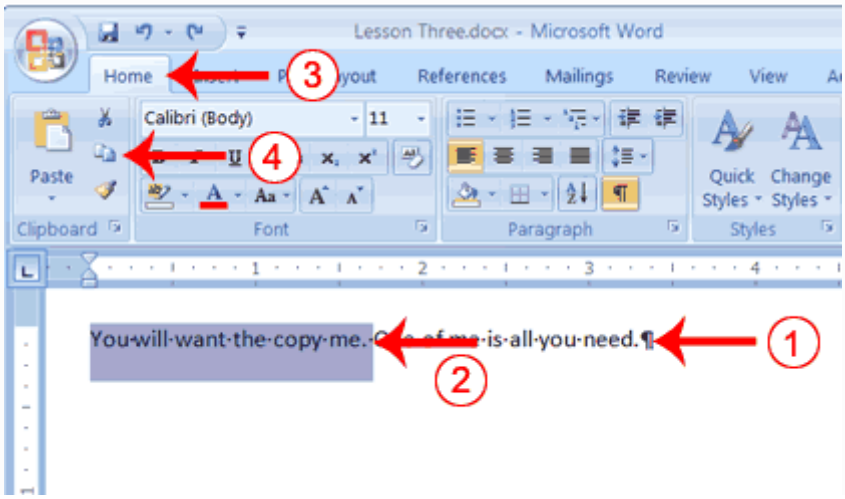
1. Place the cursor after the period in the sentence: "I am content where I am."
2. Press the spacebar to leave a space.
3. Press Ctrl+v.
4. Your text should now read:
   "I am content where I am. I want to move."

Copy and Paste

In Microsoft Word, you can copy information from one area of a document and place the information you copied anywhere in the same or another document. In other words, after you type information into a document, if you want to place the same information somewhere else, you do not have to retype the information. You simple copy it and then paste it in the new location. As with cut data, Word stores copied data on the Clipboard.

EXERCISE 3

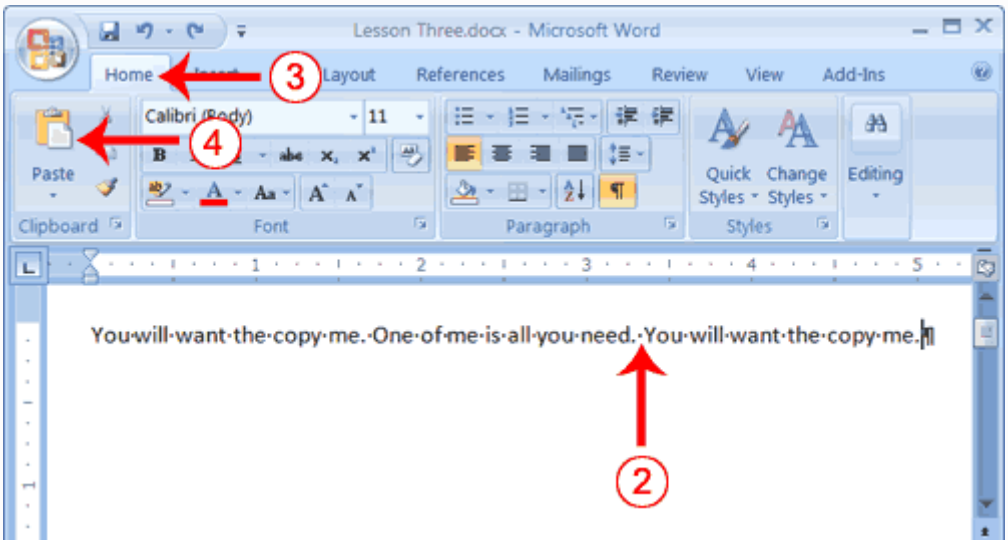
Copy with the Ribbon



1. Type the following:
   You will want to copy me. One of me is all you need.
2. Select "You will want to copy me."

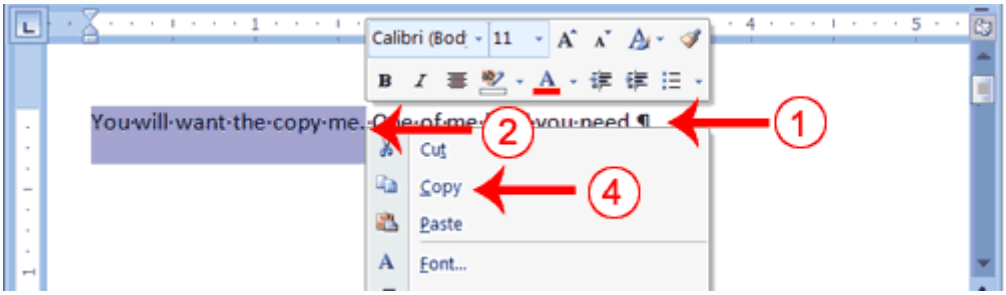
3. Choose the Home tab.
4. Click the Copy button in the Clipboard group. Word copies the data you selected to the Clipboard.

Paste with the Ribbon



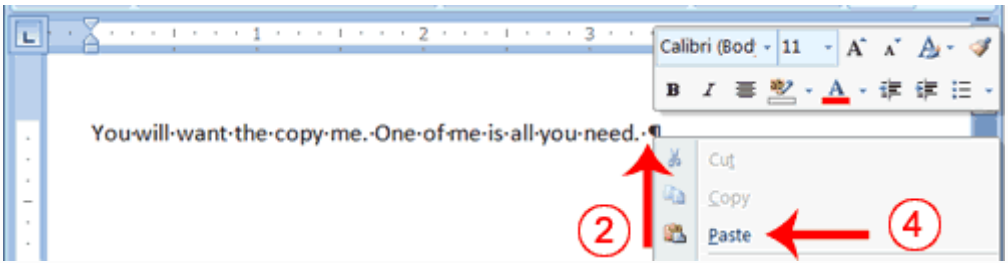
1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Choose the Home tab.
4. Click the Paste button in the Clipboard group. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."

Alternate Method—Copy with a Context Menu



1. Type the following:
   You will want to copy me. One of me is all you need.
2. Select "You will want to copy me."
3. Right-click. A Mini toolbar and a context menu appear.
4. Click Copy. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."

Alternate Method—Paste with a Context Menu



1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Right-click. A context menu appears.
4. Click Paste. Word pastes the information on the Clipboard into the document.

Alternate Method—Copy with Keys

1. Type the following:
   You will want to copy me. One of me is all you need.
2. Select "You will want to copy me. "
3. Press Ctrl+c. Word copies the information you selected to the Clipboard.

Alternate Method—Paste with Keys

1. Place the cursor after the period in the sentence "One of me is all you need."
2. Press the spacebar to leave a space.
3. Press Ctrl+v.
4. Your text should now read:
   "You will want to copy me. One of me is all you need. You will want to copy me."

Use the Clipboard

As you cut or copy, Word can store the information you have cut or copied on the Clipboard in a hierarchy. Then each time you cut or copy, the data you just cut or copied moves to the top of the Clipboard hierarchy and the data previously at the top moves down one level. When you choose Paste, the item at the top of the hierarchy is the item Word pastes into your document. The Clipboard can store up to 24 items. You can paste any item on the Clipboard into your document by placing your cursor at the insertion point, displaying the Clipboard pane, and then clicking the item.

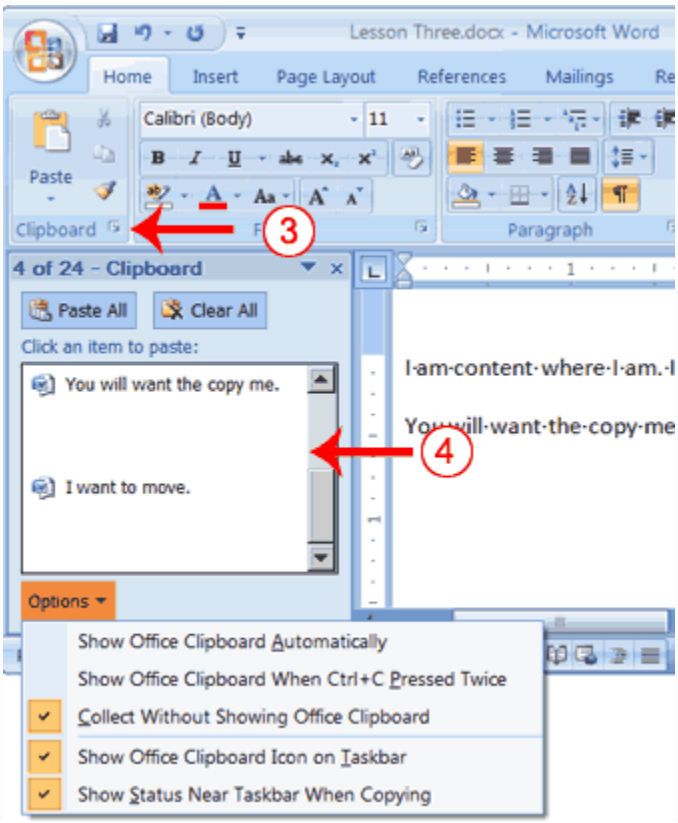
The Clipboard pane includes an Options button. You can click the Options button to set the Clipboard options described in the following table.

Option	Description
Show Office Clipboard Automatically	Shows the Clipboard automatically when you copy items.
Show Office Clipboard When Ctrl+c Pressed Twice	Shows the Clipboard when you press Ctrl+c twice.
Collect Without Showing Office Clipboard	Copies to the Clipboard without displaying the Clipboard pane.

Show Office Clipboard Icon on Taskbar	Displays the Clipboard icon on your system taskbar.
Show Status Near Taskbar When Copying	Displays the number of items copied on the taskbar when copying.

EXERCISE 4

Use the Clipboard



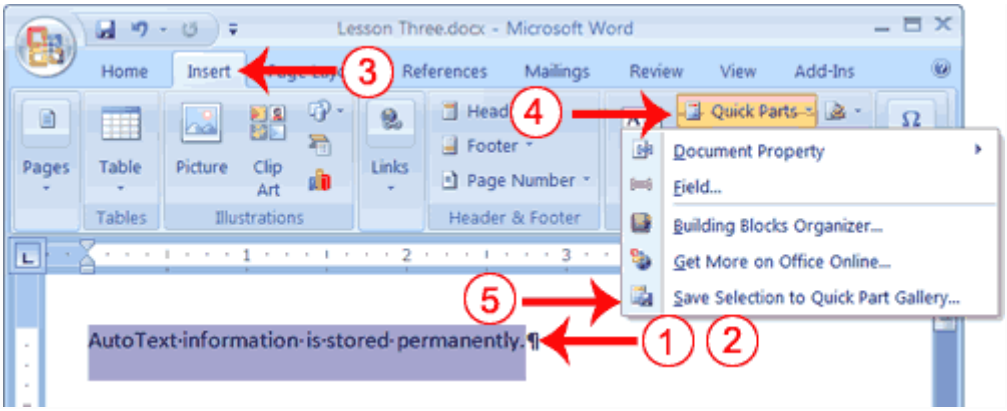
1. Place the cursor at the point at which you want to insert your text.
2. Choose the Home tab.
3. Click the Clipboard dialog box launcher to open the Clipboard.
4. Click the item on the clipboard you want to insert into your document. Word pastes the Clipboard item into your document at the insertion point.

Create AutoText

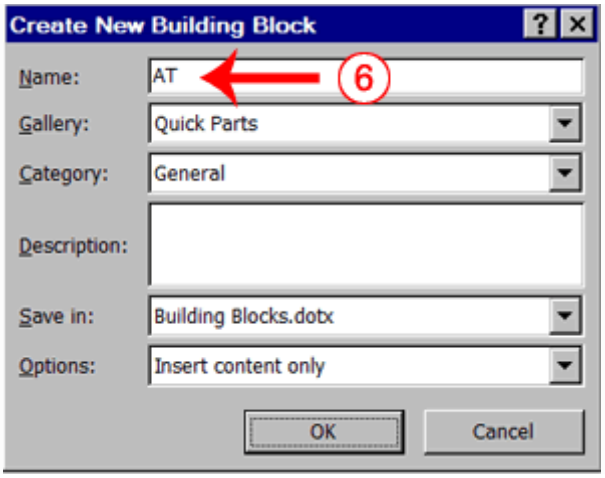
Cut and Copy both store information on the Clipboard. Information you store on the Clipboard is eventually lost. If you want to store information permanently for reuse, use AutoText. AutoText permanently stores information for future use.

EXERCISE 5

Create AutoText



1. Type the following:
   AutoText information is stored permanently.
2. Select "AutoText information is stored permanently."
3. Choose the Insert tab.
4. Click Quick Parts in the Text group. A menu appears.
5. Click Save Selection to Quick Part Gallery. The Create New Building Block dialog box appears.



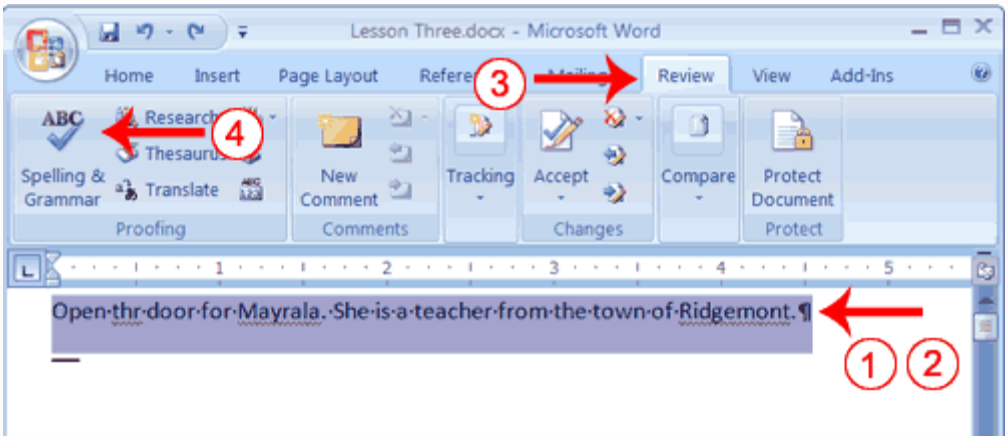
6. Microsoft Word suggests a name. Change the name by typing **AT** in the Name field.
7. Click OK. The dialog box closes.
8. Click anywhere in the text area to remove the highlighting.
9. Place the cursor between the period in the sentence you just typed and the paragraph marker (¶).
10. Press the spacebar to leave a blank space.
11. Type **AT**.
12. Press F3. Your text should now read:
    "AutoText information is stored permanently. AutoText information is stored permanently."
    Note: Whenever you need the text, simply type the name (AT) and then press F3.

Use Spell Check

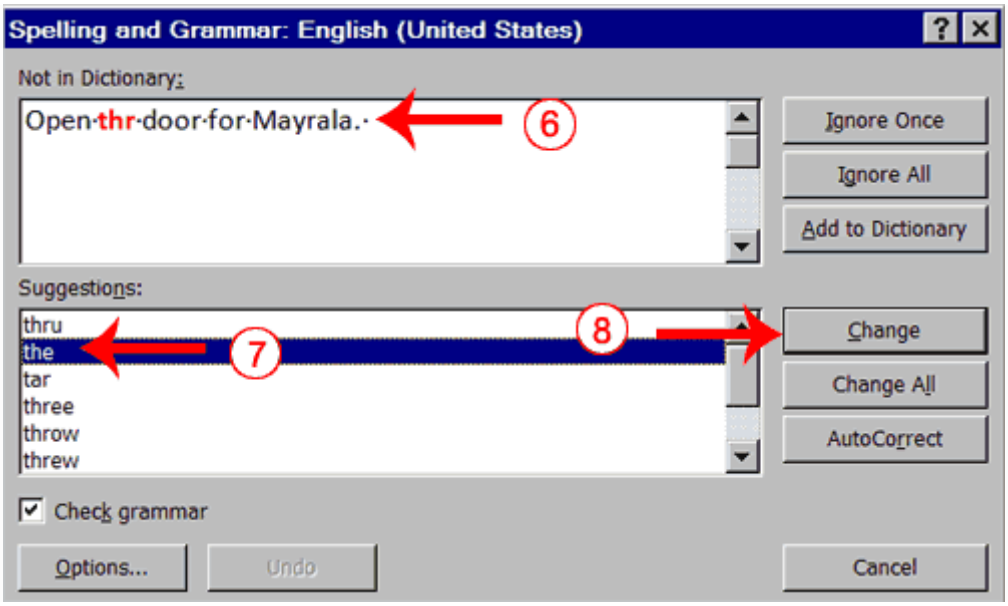
Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. In Word 2007, you can use the Review tab's Spelling & Grammar button to initiate a spell and grammar check of your document.

EXERCISE 6

Use Spell Check



1. Type the following exactly as shown. Include all errors.
   Open thr door for Mayrala. She is a teacher from the town of Ridgemont.
2. Select: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."
3. Choose the Review tab.
4. Click the Spelling & Grammar button. The Spelling and Grammar dialog box appears.



6. "The" is misspelled, so it is highlighted on the screen and noted in the Not in Dictionary box. Word suggests correct spellings. These suggestions are found in the Suggestions box.
7. Click "the" in the Suggestions box.
8. Click Change.
   Note: If the word is misspelled in several places, click Change All to correct all misspellings.
9. The name "Mayrala" is not in the dictionary, but it is correct. Click Ignore Once to leave "Mayrala" in the document with its current spelling.

Note: If a word appears in several places in the document, click Ignore All so you are not prompted to correct the spelling for each occurrence.

10. "Ridgemont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you might want to add that word to the dictionary by clicking the Add to Dictionary button. Word will then recognize the word the next time it appears. Click Add to Dictionary.
11. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"
12. Click No. If you wanted Word to spell-check the entire document, you would have clicked Yes.

Note: You can also press F7 to initiate a spelling and grammar check. If you don't have anything selected, Word checks the entire document.

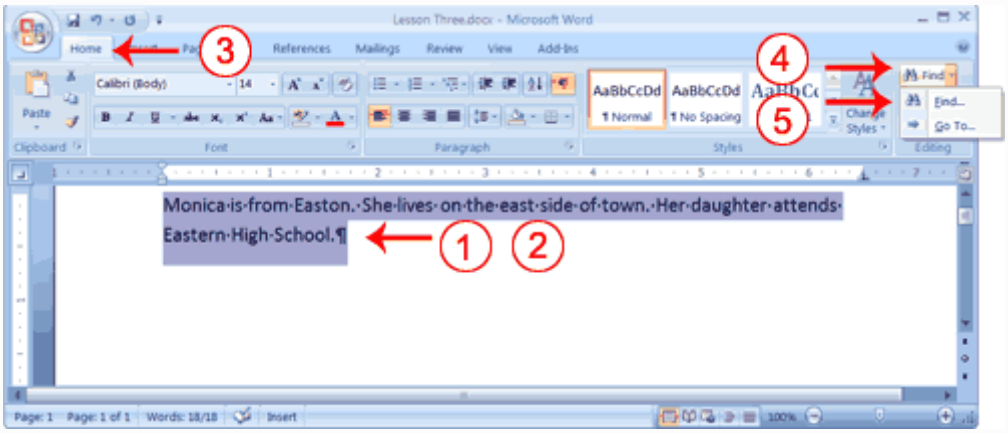
Find and Replace

If you need to find a particular word or phrase in your document, you can use the Find command. This command is especially useful when you are working with large files. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, select that area and then execute the Find command.

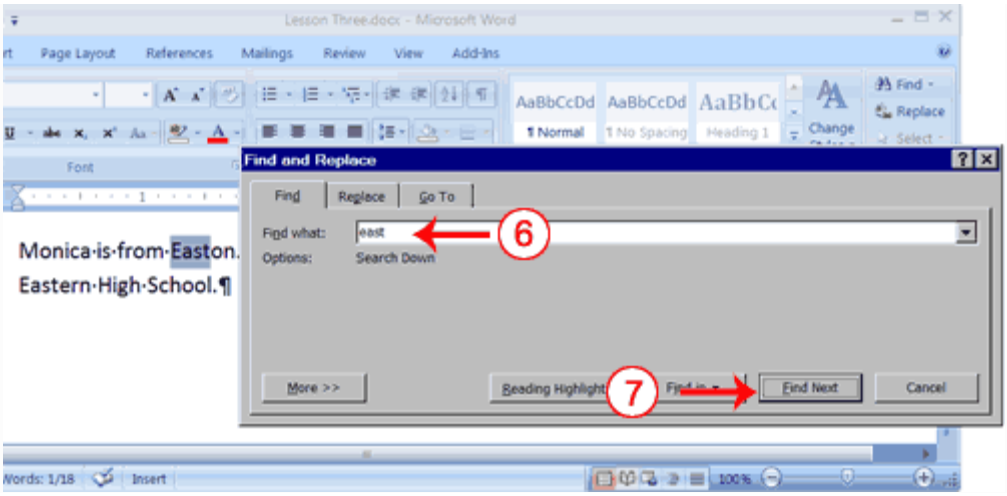
After you find the word or phrase you are searching for, you can replace it with new text by executing the Replace command.

EXERCISE 7

Use Find with the Ribbon



1. Type the following:
   Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School.
2. Select: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
3. Choose the Home tab.
4. Click Find in the Editing group. A menu appears.
5. Click the Find option on the menu. The Find and Replace dialog box appears.

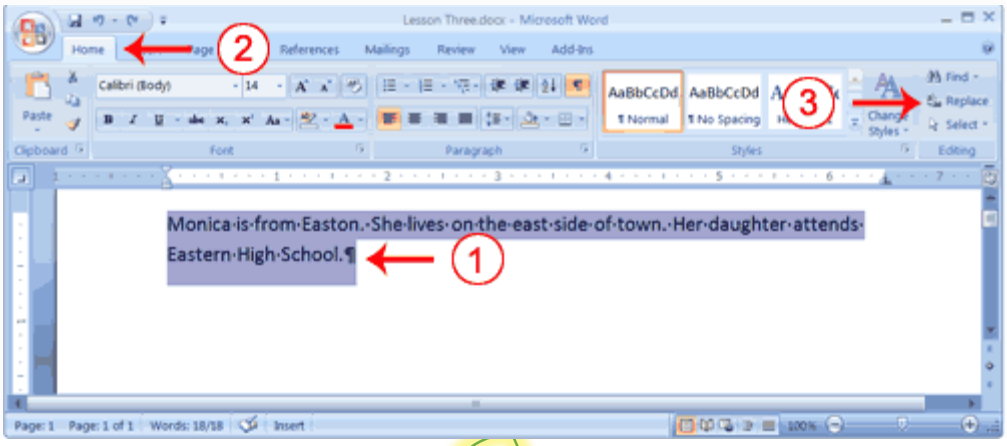


6. Type **east** in the Find What field.
7. Click Find Next.
   Note that the "East" in Easton is highlighted.
8. Click Find Next again.
   Note that "east" is highlighted.
9. Click Find Next again.
   Note that the "East" in Eastern is highlighted.
10. Click Find Next. The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
11. Click No.
12. Click Cancel.

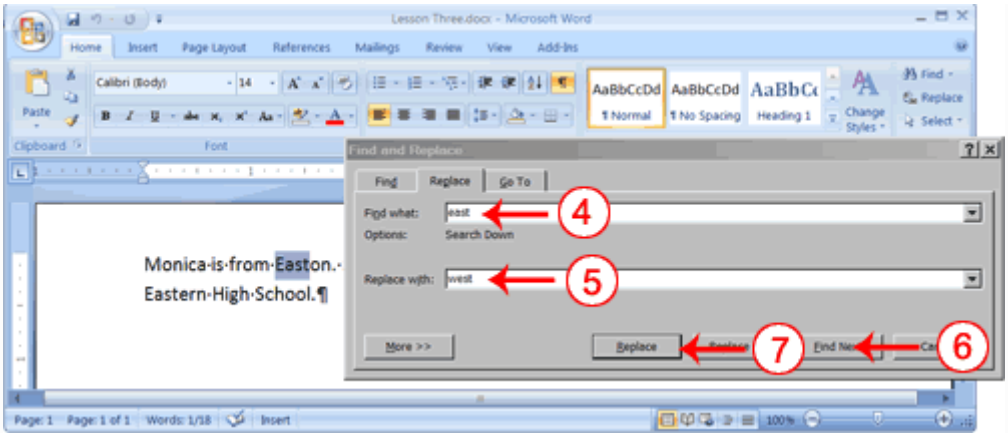
Alternate Method—Find with Keys

1. Select: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Press Ctrl+f.
3. Follow steps 6 through 12 in the preceding section.

Use Replace with the Ribbon



1. Select "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Choose the Home tab.
3. Click Replace in the Editing group. The Find and Replace dialog box appears.



4. Type **east** in the Find What box.
5. Type **west** in the Replace With box.
6. Click Find Next. The East in Easton is highlighted.
7. Click Replace. Word replaces the "East" in "Easton" with "West" and then highlights the word "east."
8. Click Replace. Word replaces the word "east" with "west" and then highlights the word "Eastern."
9. Click Close. Do not replace the "East" in "Eastern" with "West."
10. Your text should now read,
"Monica is from Weston. She lives on the west side of town. Her daughter attends Eastern High School."

Alternate Method—Replace with Keys

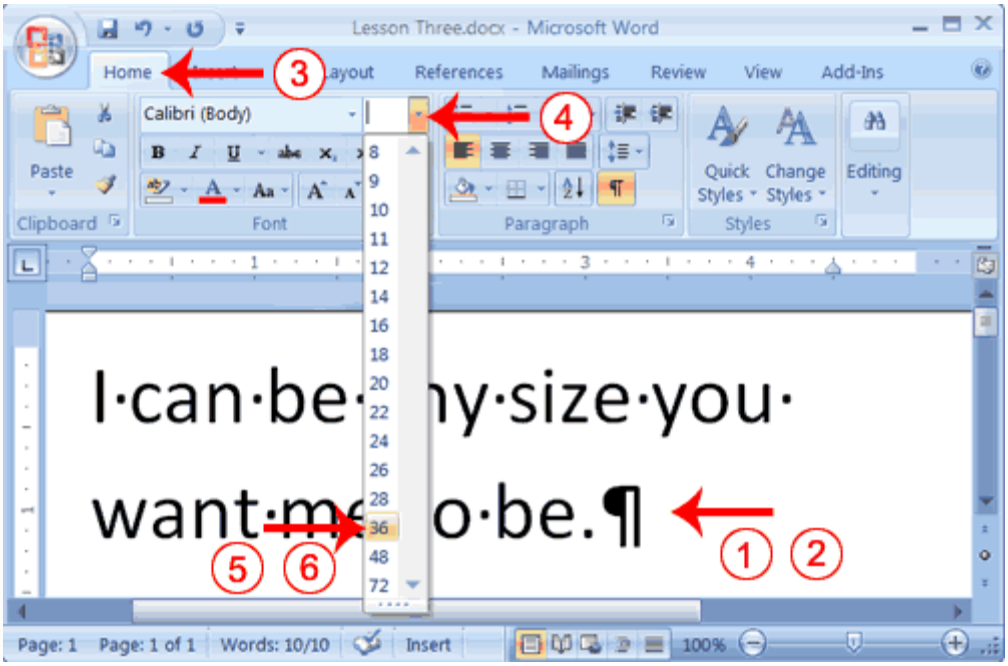
1. Select "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl+h.
3. Follow steps 4 through 11 in the preceding section.

Change the Font Size

A font is a set of characters (text) represented in a single typeface. Each character within a font is created by using the same basic style. In Microsoft Word, you can change the size of your font. The following exercise illustrates changing the font size.

EXERCISE 8

Change the Font Size

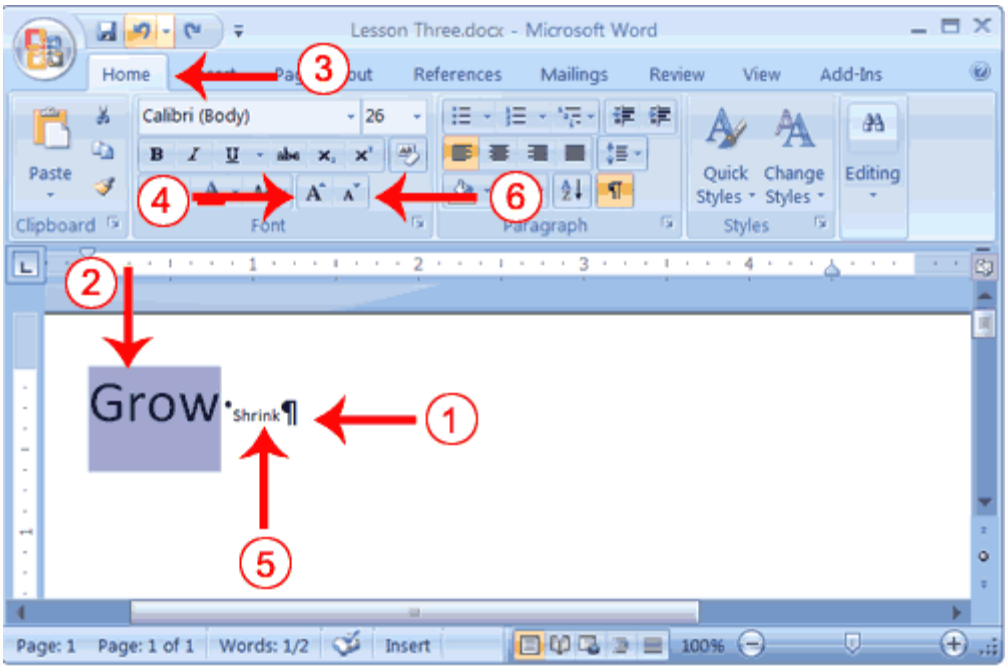


1. Type the following:
   I can be any size you want me to be.
2. Select "I can be any size you want me to be."
3. Choose the Home tab.
4. In the Font group, click the down arrow next to the Font Size box. A menu of font sizes appears.
5. Move your cursor over the menu of font sizes. As you do, Word 2007 provides a live preview of the effect of applying each font size.
6. Click 36 to select it as your font size.

Note: If you know the font size you want, you can type it in the Font Size field.

Alternate Method—Change the Font Size with Grow Font and Shrink Font

You can also change the size of your font by clicking the Grow Font and Shrink Font buttons. Selecting text and then clicking the Grow Font button makes your font larger. Selecting text and then clicking the Shrink Font button makes your font smaller.



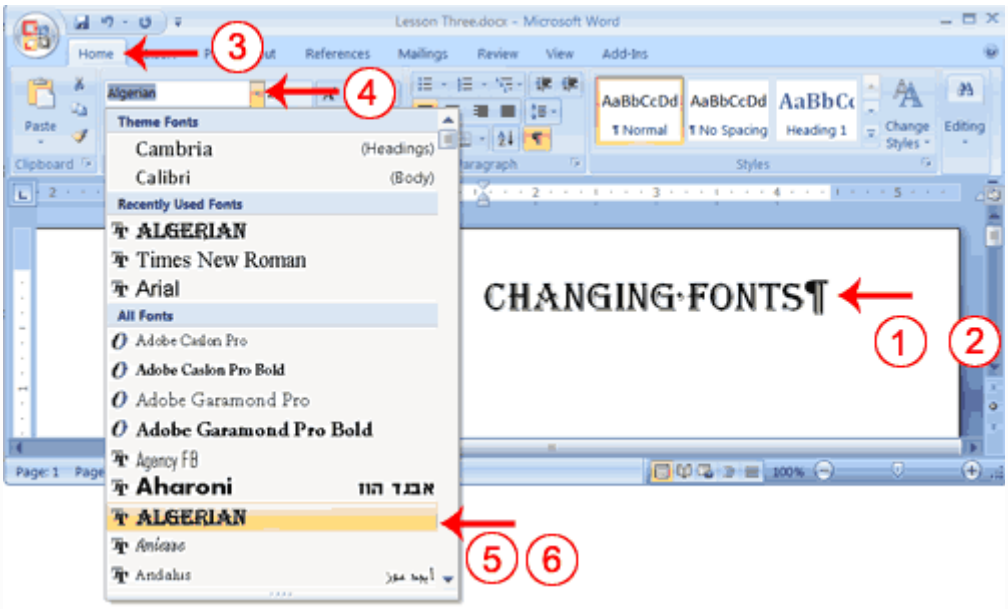
1. Type the following:
   Grow Shrink
2. Select "Grow"
3. Choose the Home tab.
4. Click the Grow Font button several times. Your font becomes larger.
5. Select Shrink.
6. Click the Shrink Font button several times. Your font becomes smaller.

Change the Font

In Microsoft Word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

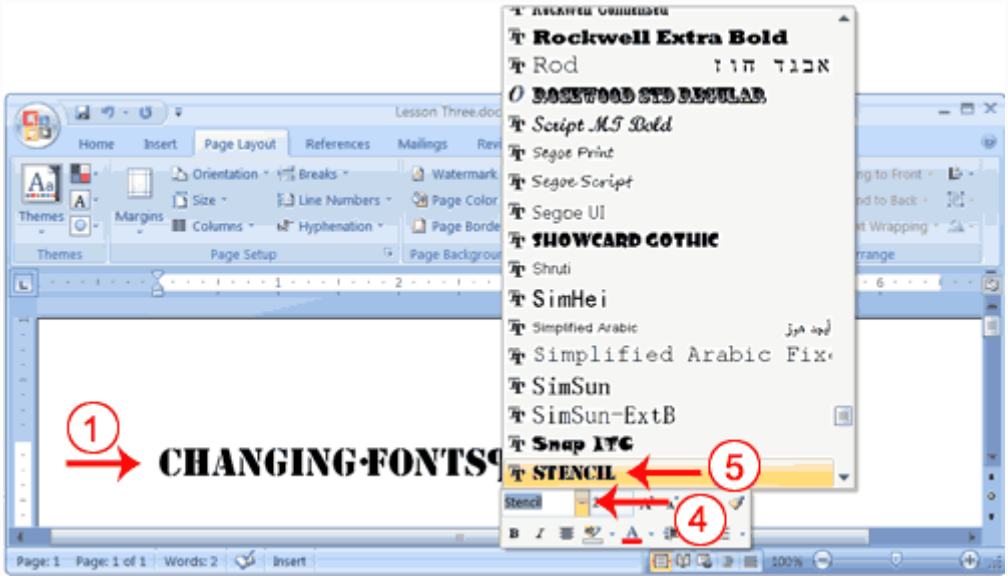
EXERCISE 9

Change the Font with the Ribbon



1. Type the following:
   Changing fonts
2. Select "Changing fonts."
3. Choose the Home tab.
4. Click the down arrow next to the Font field. A menu of fonts appears.
5. Move the cursor over the list of fonts. Word 2007 provides a live preview of what the font will look like if you select it.
6. Click the font name to select the font you want.

Alternate Method—Change the Font with the Mini Toolbar



1. Select "Changing fonts."
2. Right-click. The Mini toolbar and a menu appears.

3. Move to the Mini toolbar.
4. Click the down arrow next to the Font field. A menu of fonts appears.
5. Click the name of the font you want.

Save Your File

This is the end of Lesson 3. You can save your file and close Word. See Lesson 2 to learn how to save and close.

Lesson 4: Formatting Paragraphs and Working with Styles

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph and about styles.

- Open a Blank Document
- Add Sample Text
- Add Space Before or After Paragraphs
- Change Line Spacing
- Create a First-Line Indent
- Indent Paragraphs
- Align Paragraphs
- Create a Hanging Indent
- Choose a Style Set
- Apply a Style
- Change Style Sets

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph and about styles.

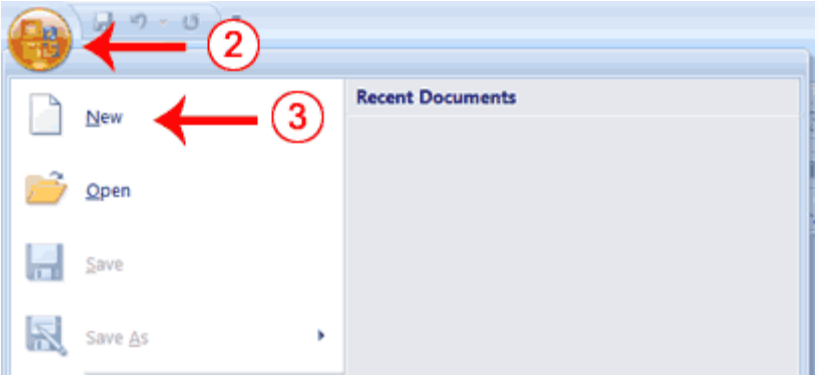
When you are formatting a paragraph, you do not need to select the entire paragraph. Placing the cursor anywhere in the paragraph enables you to format it. After you format a paragraph, pressing the Enter key creates a new paragraph in the same format.

Open a Blank Document

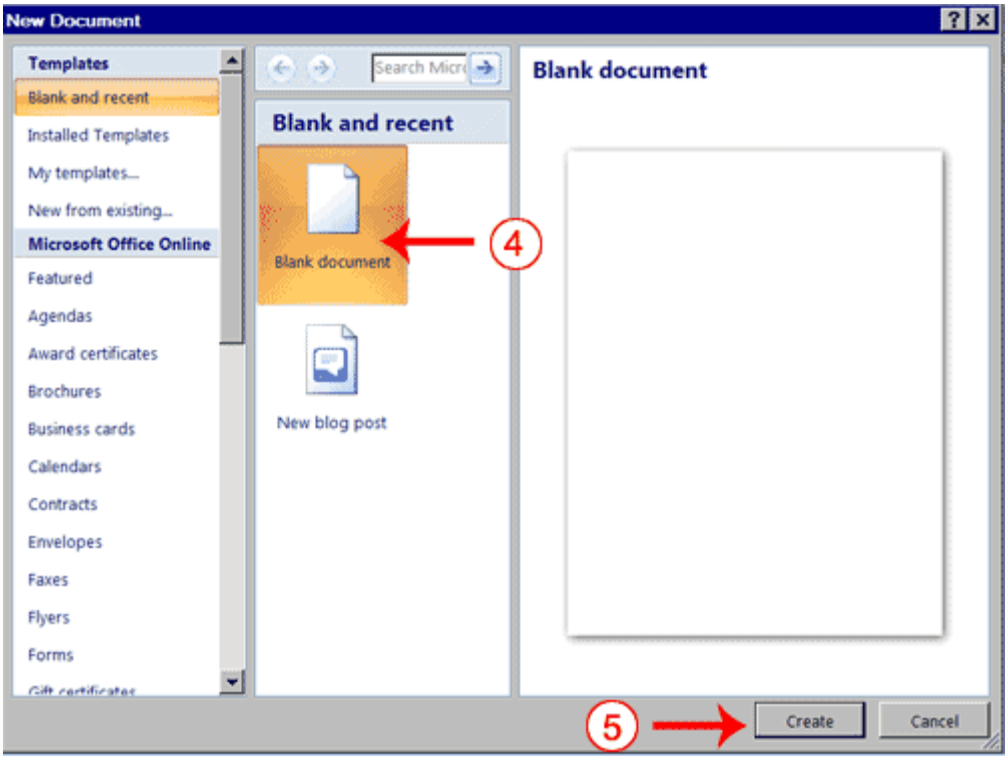
To begin a new Word project, you start by opening a new document.To begin this lesson, open a blank document in Microsoft Word.

EXERCISE 1

Open a Blank Document



1. Open Word 2007.
2. Click the Microsoft Office button. A menu appears.
3. Click New. The New Document dialog box appears.



4. Click Blank Document.
5. Click Create. A new blank document opens.

Add Sample Text

This lesson uses sample text provided by Microsoft for training and demonstration purposes. You can type the text; however, there is a quicker way. You can use the rand function.

Functions are used to obtain information. You tell the function what you want and the function returns that information to you. By default, in Word, when you type the rand function, Word returns three paragraphs. When working with functions, you use arguments to be specific about what you want the function to return. There are two arguments you can use with the rand function. The first one tells Word how many paragraphs you want, and the second one tells Word how many sentences you want in a

paragraph. You place arguments between the parentheses and you separate them with a comma. For example, if you type =rand() and then press Enter, word returns three paragraphs. To tell Word you want two paragraphs with three sentences in each paragraph, you type =rand(2,3).

EXERCISE 2

Add Sample Text

1. Type =rand().
2. Press the Enter key. The following text appears:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. ¶

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. ¶

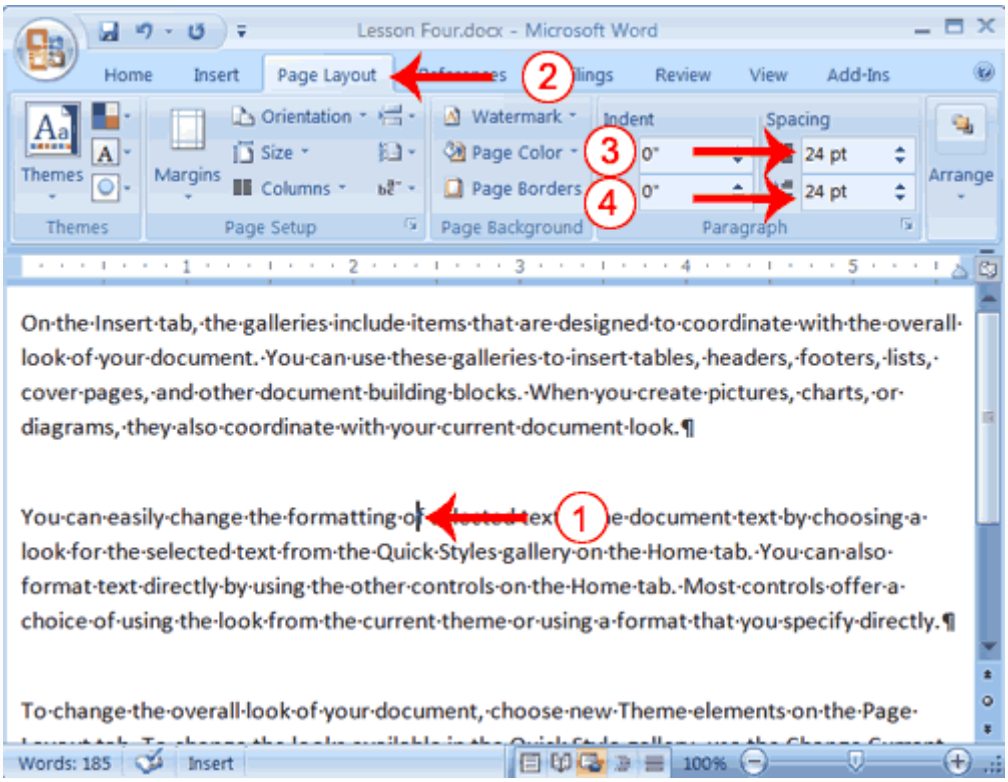
To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. ¶

Add Space Before or After Paragraphs

When creating a document, space is often used to clearly identify where each paragraph begins and ends. By default, Word may place slightly more space between paragraphs than it does between lines in a paragraph. You can increase or decrease the amount of space that appears before and after paragraphs by entering amounts in the Before and After fields in the Paragraph section of the Page Layout tab. Use the up arrows next to the Before and After fields to increase the amount of space before or after each paragraph; use the down arrows to decrease the amount of space before or after each paragraph. The following illustrates:

EXERCISE 3

Add Space Before or After Paragraphs



1. Place your cursor anywhere in the second paragraph of the sample text you created in Exercise 2.
2. Choose the Page Layout tab. The default spacing appears in the Spacing Before field.
3. Click the up arrow next to the Spacing Before field to increase the space before the paragraph.
4. Click the up arrow next to the Spacing After field to increase the amount of space after the paragraph.

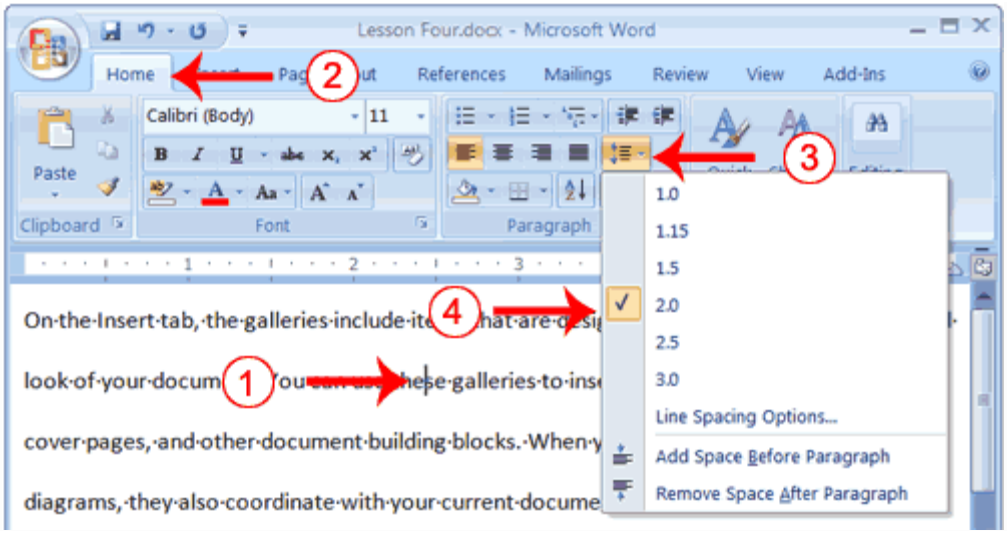
Note: You can click the down arrows next to the Spacing Before and the Spacing After fields to decrease the amount of space before or after a paragraph. You can also type the amount of space you want to use directly into the fields. Space is measured in points. There are 72 points to an inch.

Change Line Spacing

Line spacing sets the amount of space between lines within a paragraph. The spacing for each line is set to accommodate the largest font on that line. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the single-space amount (double space).

EXERCISE 4

Change Line Spacing



1. Place your cursor anywhere in the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. Click the Line Spacing button in the Paragraph group. A menu of options appears.
4. Click 2.0 to double-space the first paragraph.

Create a First-Line Indent

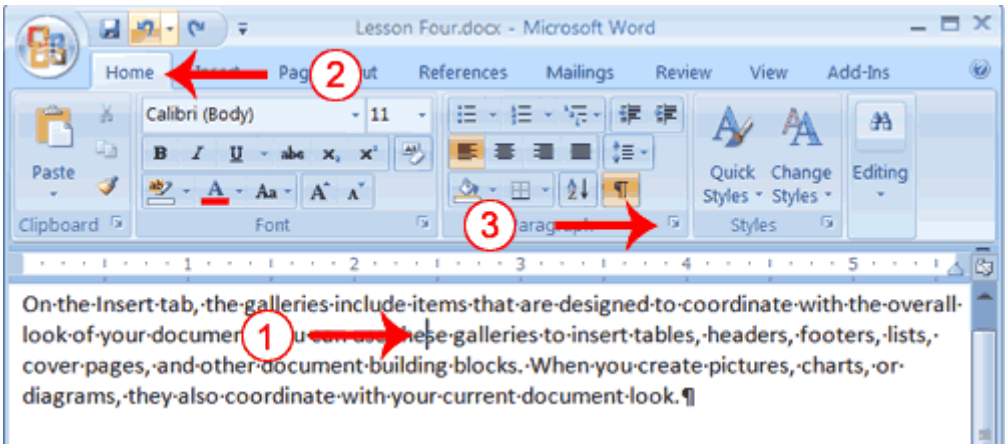
Some people and organizations delineate the start of a new paragraph by indenting the first line. If you want to indent the first line of your paragraphs, you can use the Paragraph dialog box to set the amount by which you want to indent. In the Special Field of the Paragraph dialog box, you tell Word you want to indent the first line by choosing First Line from the menu options. In the By field, you tell Word the amount, in inches by which you want to indent.

EXAMPLE: First-line Indent

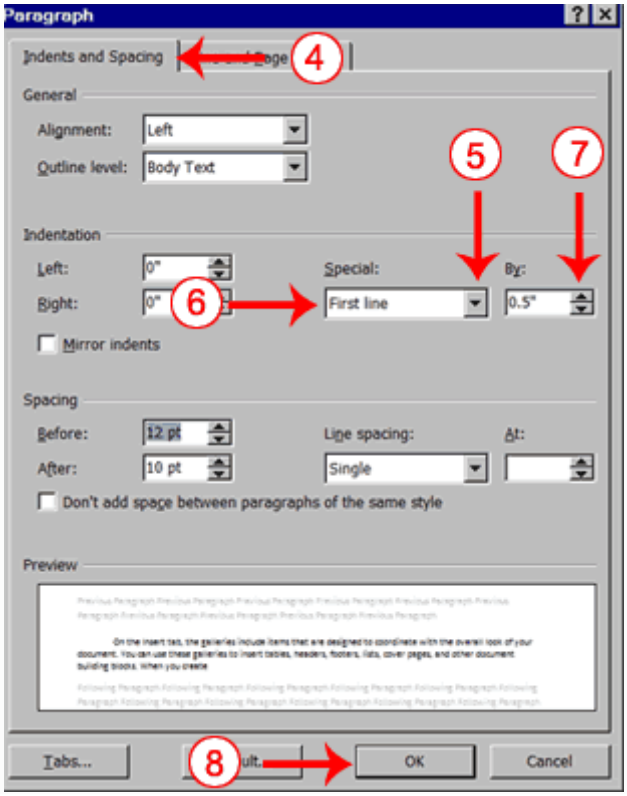
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXERCISE 5

Create a First-line Indent



1. Place your cursor anywhere within the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box appears.



4. Choose the Indents and Spacing tab.
5. Click to open the drop-down menu on the Special field.
6. Click First Line.
7. Enter 0.5" in the By field.
8. Click OK. The first line of your paragraph is now indented half an inch.

Special Note: To remove the first line indent:

1. Place the cursor anywhere in the paragraph.

2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box opens.
4. Choose the Indents and Spacing tab.
5. Click the down arrow next to the Special field and then click None.
6. Click OK.

Indent Paragraphs

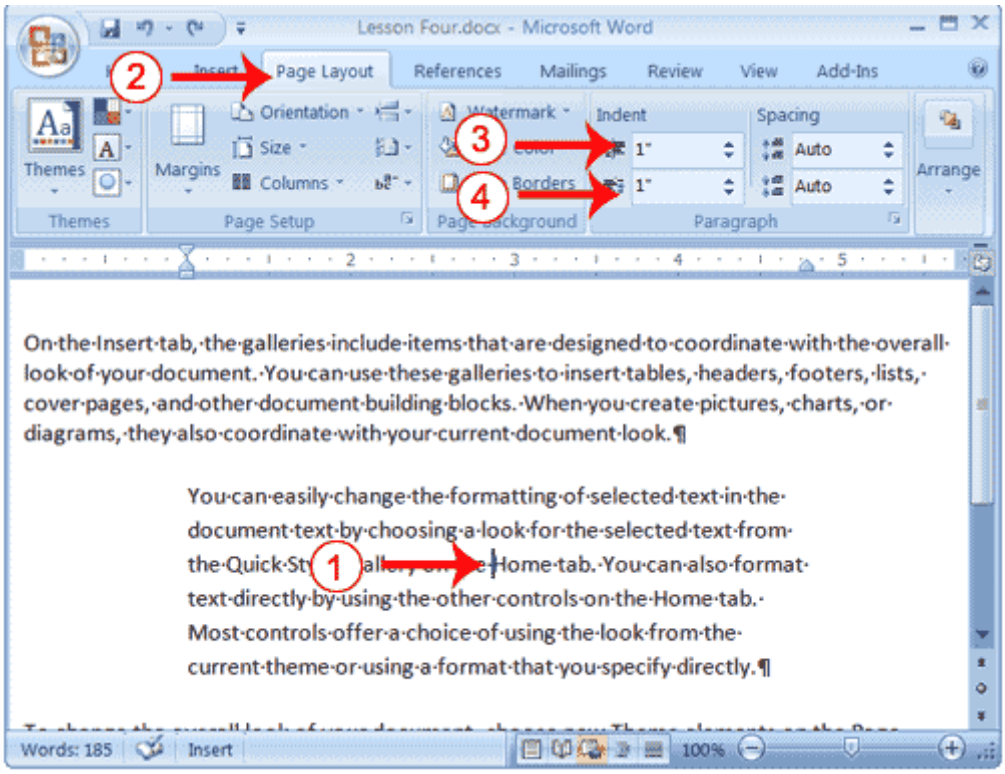
Indentation allows you to indent your paragraph from the left and/or right margin. You may find this necessary when you are quoting a large block of text. The following exercise shows you how to indent a paragraph 1 inch from each side.

EXAMPLE: Indentation
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

EXERCISE 6

Indent Paragraphs



1. Place your cursor anywhere in the second paragraph of the sample text you created in Exercise 2.
2. Choose the Page Layout tab.
3. Type **1"** in the Indent Left field or use the up or down arrows to set the field value to 1".
4. Type **1"** in the Indent Right field or use the up or down arrows to set the field value to 1". Your paragraph is now indented one inch from both the left and right margins, as in the example.

Align Paragraphs

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and Justified text is flush with both the left and right margins.

EXAMPLE: Left-Aligned
Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Right-aligned

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When

you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Centered

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Justified

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

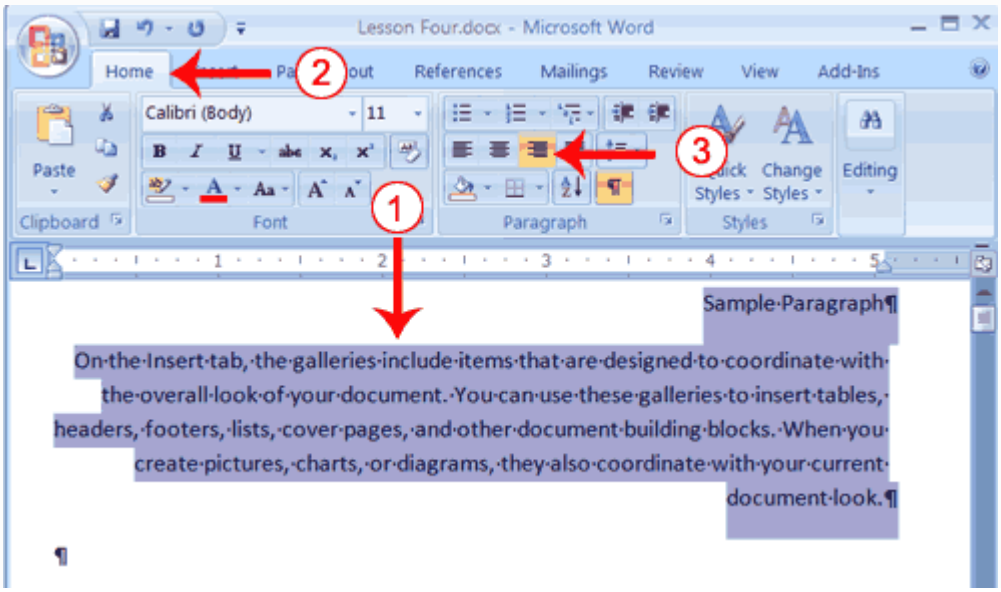
The following exercises demonstrate how to justify text.

EXERCISE 7

Create the Paragraphs

1. Type Sample Paragraph.
2. Press Enter.
3. Type =rand(1) to create a paragraph.
4. Press Enter.

Right-align



1. Select the paragraphs you created.

2. Choose the Home tab.
3. Click the Align-right button in the Paragraph group. Word right-aligns your paragraphs.

Left-align

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-left button in the Paragraph group. Word left-aligns your paragraph.

Center

1. Selected the paragraphs you created.
2. Choose the Home tab.
3. Click the Center button in the Paragraph group. Word centers your paragraph.

Justify

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Justify button in the Paragraph group. Word justifies your paragraph.

Alternate Method—Right-Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+r. The paragraph is now right-aligned.

Alternate Method—Left-Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+l. The paragraph is now left-aligned.

Alternate Method—Center with Keys

1. Select the paragraphs you created.
2. Press Ctrl+e. The paragraph is now centered.

Alternate Method—Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+j. The paragraph is now justified.

Create a Hanging Indent

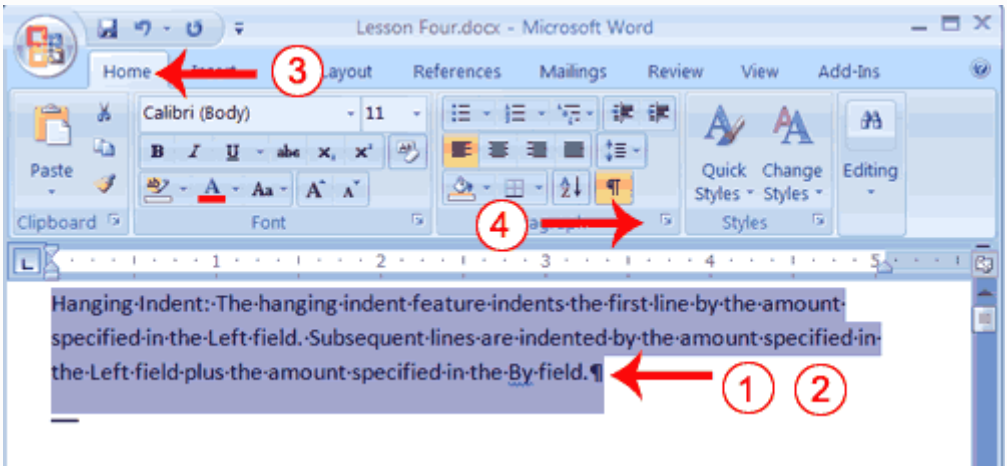
The hanging indent feature indents each line except the first line by the amount specified in the By field, as shown in the example.

EXAMPLE: Hanging Indent

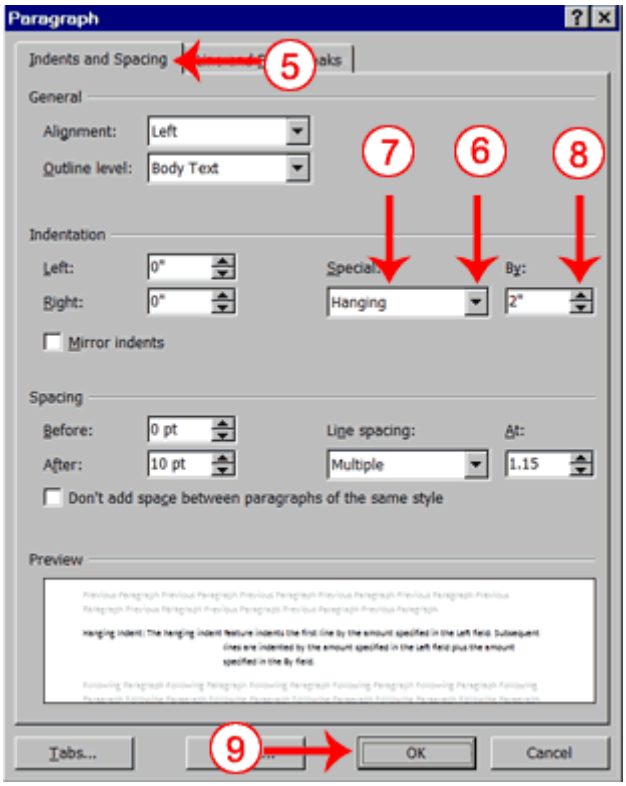
Hanging Indent:	The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.

EXERCISE 8

Create a Hanging Indent



1. Type the following:
   Hanging Indent: The hanging indent feature indents the first line by the amount specified in the Left field. Subsequent lines are indented by the amount specified in the Left field plus the amount specified in the By field.
2. Select the paragraph you just typed.
3. Choose the Home tab.
4. Click the launcher in the Paragraph group. The Paragraph dialog box appears.



5. Choose the Indents and Spacing tab.
6. In the Special field, click to open the pull-down menu.
7. Click Hanging.
8. In the By box, type **2"**.
9. Click OK.
10. Place the cursor after the colon following "Hanging Indent."
11. Press the Tab key. Notice that the indentation changes.

Choose a Style Set

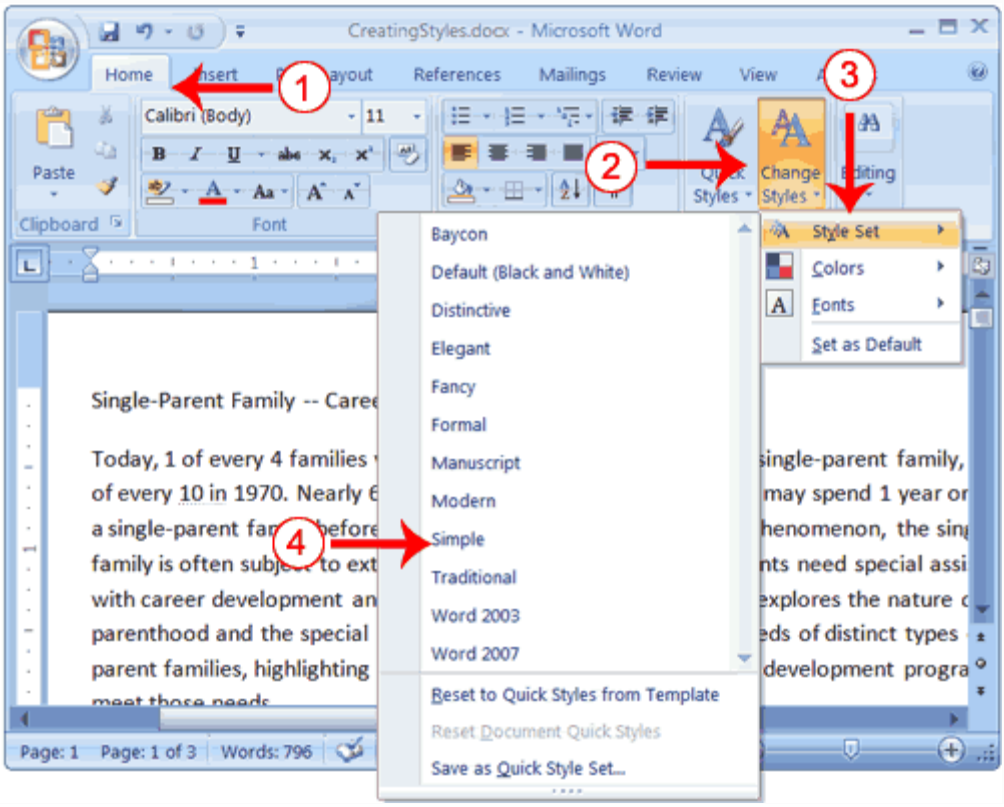
When working with Word, you can use styles to quickly format your documents. A style is a set of formats consisting of such things as fonts, font colors, font sizes, and paragraph formats. Word 2007 supplies you with predesigned style sets that contain styles for titles, subtitles, quotes, headings, lists and more. The sections that follow all show you how to work with styles. The exercises are based on a file you must download. Right click here to download the file. Click Save Target As from the menu that appears, and save the linked file to a directory on your computer.
The file will download as a zip file. A zip file is a file that is compressed. Compressed files are smaller and easier to download. To open the file:

1. Open the folder you downloaded the file to.
2. Right-click on the file name.
3. Click Extract All on the menu that appears. The Extract Compressed (Zipped) Folders dialog box appears.
4. Enter the folder you want to put the file in or except to suggested location.

5. Click Extract. Windows Explorer extracts the file.
6. You can use Microsoft Word to open the file.

EXERCISE 9

Choose a Style Set



1. Choose the Home tab.
2. Click Change Styles in the Styles group. A menu appears.
3. Click Style Set. A menu appears. You can choose from any of the styles listed on the menu.
4. Click Simple. Word 2007 reformats all of the paragraphs into the Simple style by applying the Normal format to each paragraph.

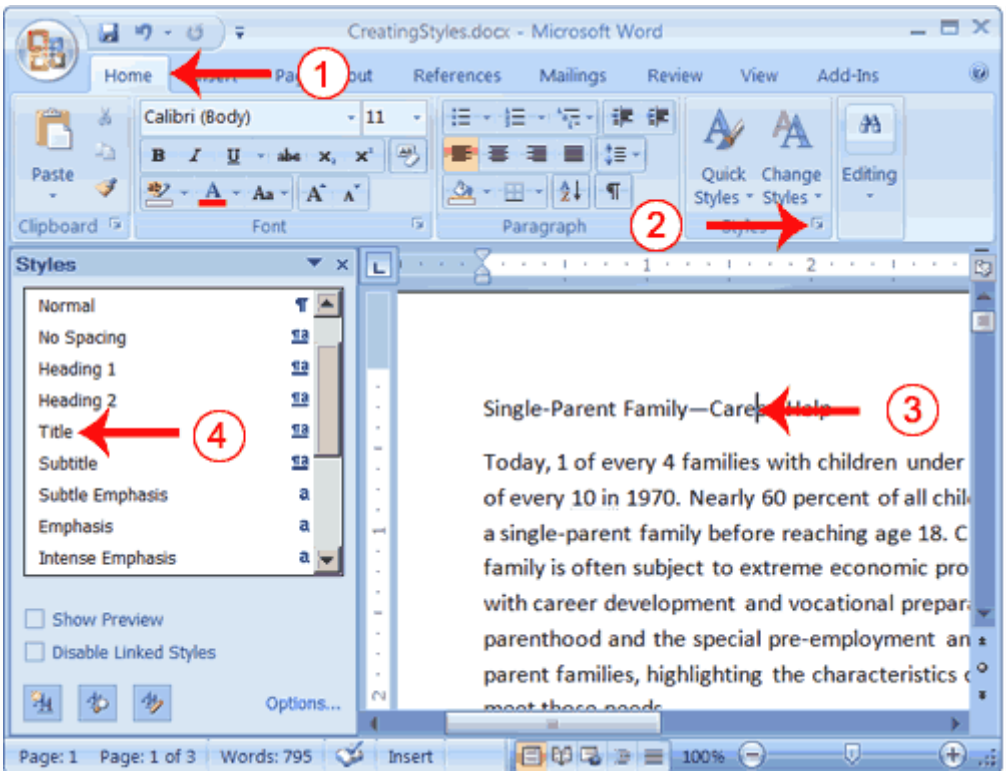
Apply a Style

You can see of all the styles available to you in the style set by clicking the launcher in the Styles group and opening the Styles pane. You can leave the Styles pane open and available for use by docking it. To dock the Styles pane, click the top of the pane and drag it to the left or right edge of the Word window.

You do not need to select an entire paragraph to apply a style. If the cursor is anywhere in the paragraph, when you click on the style, Word formats the entire paragraph.

EXERCISE 10

Apply the Title Style



1. Choose the Home tab.
2. Click the launcher in the Styles Group. The Styles pane appears. You can drag it to the side of the Word window to dock it. To close the Styles pane, click the Close button ✕ in the upper right corner of the pane .
3. Click anywhere in the paragraph "Single-Parent Family—Career Help."
4. Click Title in the Styles pane. Word 2007 applies the Title style to the paragraph.

Headings and subheadings mark major topics within your document. With Word 2007, you can easily format the headings and subheadings in your document.

Apply Headings

1. Click anywhere in the paragraph "The Nature of Single Parenthood."
2. In the Style box, click Heading 1. Word reformats the paragraph.
3. Repeat steps 1 and 2 in the following paragraphs:

- Types of Single Parents
- Career Development Needs of Single Parents
- Career Development Programs

Apply Subheadings

1. Click anywhere in the paragraph "Displaced Homemakers"
2. In the Style box, click Heading 2. Word reformats the paragraph.
3. Repeat steps 1 and 2 for the following paragraphs:

- Displaced Homemakers
- Adolescent Mothers
- Single Fathers
- High School Dropout Prevention
- Established Education Sites

Alternate Method -- Apply Styles with the Ribbon

You can also choose styles by selecting the option you want from the Styles group on the Ribbon. First you must place your cursor in the paragraph to which you want to apply the style. Then you click the More button in the Styles group to see all of the styles in the currently selected set. As you roll your cursor over each of the styles listed, Word 2007 provides you with a live preview of how the style will appear when applied.

1. Select the paragraphs "Emotional Support" through "Parenthood Education" (they are probably on page two).
2. Click the More button in the Styles group.
3. Locate and click the List Paragraph style. Word applies the List Paragraph style to the paragraphs you selected.

Change Style Sets

Once you have applied styles, changing to another style set is easy. You simply open the Style Set gallery. As you move your cursor down the menu, Word 2007 provides you with a live preview of the effect of applying the style set. To choose a style set, you click it.

EXERCISE 11

Change Style Sets

1. Click Change Styles in the Styles group. A menu appears.
2. Click Style Set. A menu appears. As you move your cursor down the menu Word 2007 provides you with a live preview of the effect of applying the Style set to your document.
3. Click Formal. Word 2007 reformats all of the paragraphs into the Formal style applying the appropriate format to each paragraph.

This is the end of Lesson 3. You can save you file and close Word. See Lesson 2 to learn how to save and close.

Lesson 5: Adding Bullets and Numbers, Undoing and Redoing, Setting Page Layouts and Printing Documents

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number. After you have completed your document, you may want to share it with others. One way to share your document is to print and distribute it. However, before you print you may want to add page numbers and tell Word such things as the page orientation, the paper size, and the margin setting you want to use. In this lesson you will learn how to layout and how to print your documents.

- Add Bullets and Numbers
- Undo and Redo
- Set the Orientation
- Set the Page Size
- Set the Margins
- Add Page Numbers
- Insert Page Breaks
- Preview and Print Documents

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number.

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Add Bullets and Numbers

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You can select the one you wish to use.

EXAMPLES: Numbering

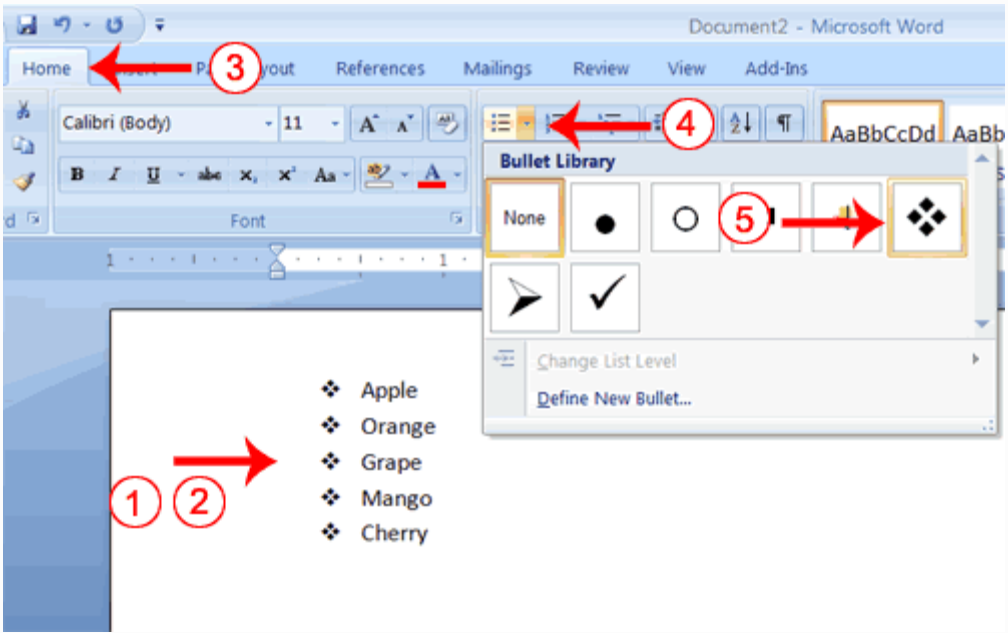
1.	Apple	1)	Apple	i.	Apple
2.	Orange	2)	Orange	ii.	Orange
3.	Grape	3)	Grape	iii.	Grape
4.	Mango	4)	Mango	iv.	Mango
5.	Cherry	5)	Cherry	v.	Cherry
A.	Apple	a)	Apple	a.	Apple
B.	Orange	b)	Orange	b.	Orange
C.	Grape	c)	Grape	c.	Grape
D.	Mango	d)	Mango	d.	Mango
E.	Cherry	e)	Cherry	e.	Cherry

EXAMPLES: Bulleting

• Apple	○ Apple	▪ Apple
• Orange	○ Orange	▪ Orange
• Grape	○ Grape	▪ Grape
• Mango	○ Mango	▪ Mango
• Cherry	○ Cherry	▪ Cherry
❖ Apple	➢ Apple	✓ Apple
❖ Orange	➢ Orange	✓ Orange
❖ Grape	➢ Grape	✓ Grape
❖ Mango	➢ Mango	✓ Mango
❖ Cherry	➢ Cherry	✓ Cherry

EXERCISE 1

Bullets

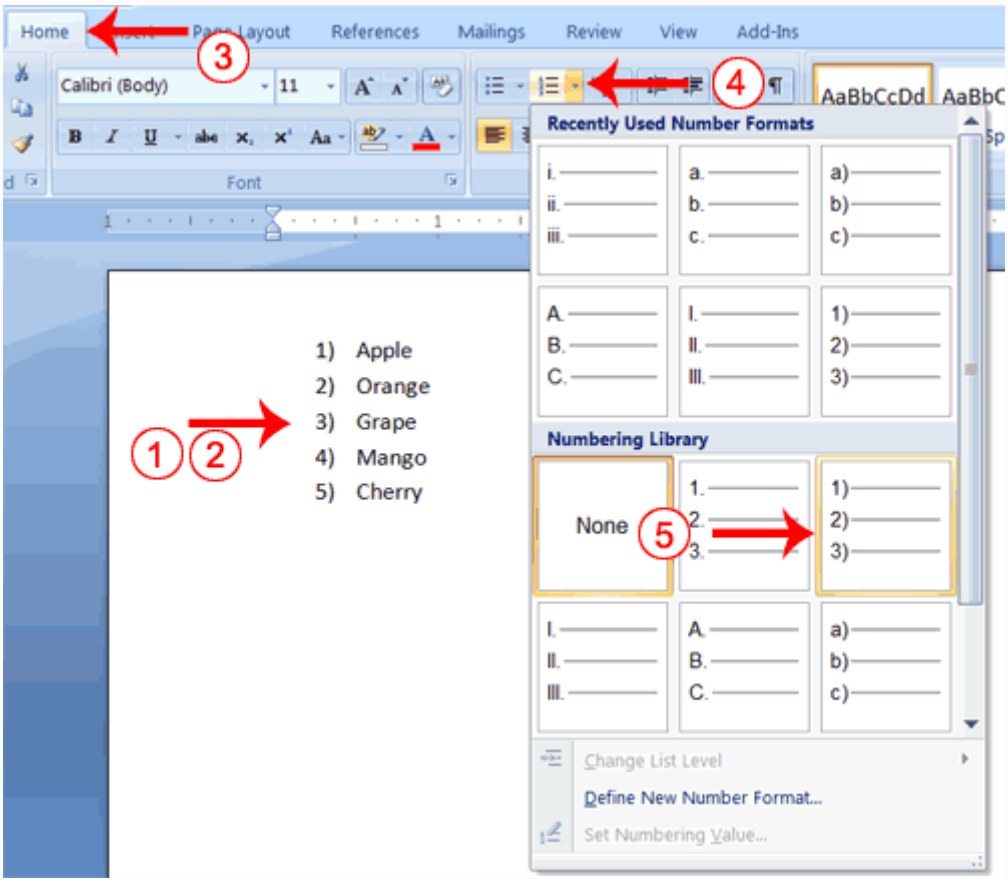


1. Type the following list as shown:
   Apple
   Orange
   Grape
   Mango
   Cherry
2. Select the words you just typed.
3. Choose the Home tab.
4. In the Paragraph group, click the down arrow next to the Bullets button . The Bullet Library appears.
5. Click to select the type of bullet you want to use. Word adds bullets to your list.
   Note: As you move your cursor over the various bullet styles, Word displays the bullet style onscreen.

To remove the bulleting:

1. Select the list again.
2. Choose the Home tab.
3. In the Paragraph group, click the down arrow next to the Bullets icon. The Bullet dialog box appears.
4. Click None. Word removes the bullets from your list.

Numbers



1. Type the following list as shown:
   Apple
   Orange
   Grape
   Mango
   Cherry
2. Select the words you just typed.
3. Choose the Home tab.
4. In the Paragraph group, click the down arrow next to the Numbering button . The Numbering Library appears.
5. Click to select the type of numbering you want to use. Word numbers your list.
   Note: As you move your cursor over the various number styles, Word displays the number style onscreen.

To remove the numbering:

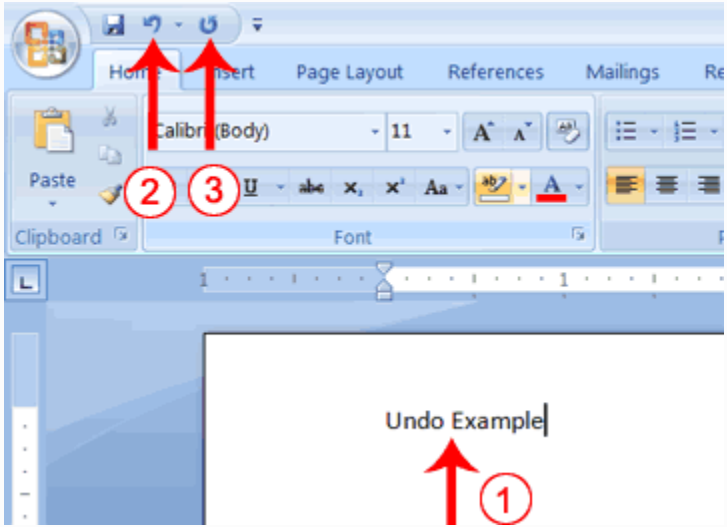
1. Select the list again.
2. Choose the Home tab.
3. In the Paragraph group, click the down arrow next yo the Numbering icon. The Number dialog box appears.
4. Click None. Word removes the numbering from your list.

Undo and Redo

You can quickly reverse most commands you execute by using Undo. If you then change your mind again, and want to reapply a command, you can use Redo.

EXERCISE 2

Undo and Redo



1. Type **Undo example**.
2. Click the Undo button on the Quick Access menu. The typing disappears.
3. Click the Redo button on the Quick Access menu. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+b to bold. Word bolds the text.
6. Press Ctrl+i. Word italicizes the text.
7. Press Ctrl+u Word underlines the text.
8. Click the down arrow next to the Undo icon. You will see the actions you performed listed. To undo the underline, click Underline; to undo the underline and italic, click Underline Italic; to undo the underline, italic, and bold click Bold etc.
9. To redo, click the Redo icon several times.

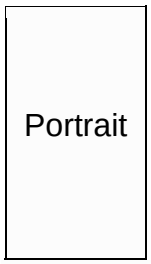
Alternate Method -- Undo & Redo by Using Keys

1. Type **Undo example**.

2. Press Ctrl+z. The typing disappears.
3. Press Ctrl+y. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+u to underline.
6. Press Ctrl+z. The underline is removed.
7. Press Ctrl+y. The underline reappears.

Set the Orientation

Before you print your document, you may want to change the orientation of your pages. There are two orientations you can use: portrait and landscape. Paper, such as paper sized 8 1/2 by 11, is longer on one edge than it is on the other. If you print in Portrait, the shortest edge of the paper becomes the top of the page. Portrait is the default option. If you print Landscape, the longest edge of the paper becomes the top of the page.

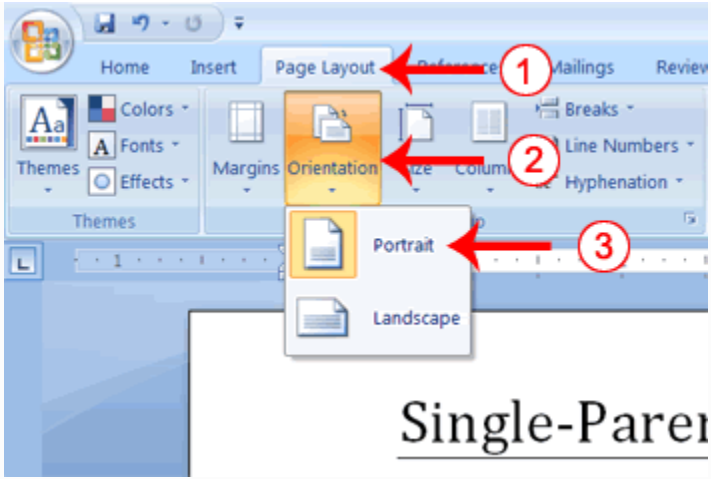


The exercises that follow use a file named SamplePrint.docx. Right click here to download the file. Click Save Target As from the menu that appears, and save the linked file to a directory on your computer. The file will download as a zip file. A zip file is a file that is compressed. Compressed files are smaller and easier to download. To open the file:

1. Open the folder you downloaded the file to.
2. Right-click on the file name.
3. Click Extract All on the menu that appears. The Extract Compressed (Zipped) Folders dialog box appears.
4. Enter the folder you want to put the file in or except to suggested location.
5. Click Extract. Windows Explorer extracts the file.
6. You can use Microsoft Word to open the file.

EXERCISE 3

Set the Orientation



1. Choose the Page Layout tab.
2. Click Orientation in the Page Setup group. A menu appears.
3. Click Portrait. Word sets your page orientation to Portrait.

Set the Page Size

Paper comes in a variety of sizes. Most business correspondence uses 8 1/2 by 11 paper which is the default page size in Word. If you are not using 8 1/2 by 11 paper, you can use the Size option in the Page Setup group of the Page Layout tab to change the Size setting.

EXERCISE 4

Set the Page Size

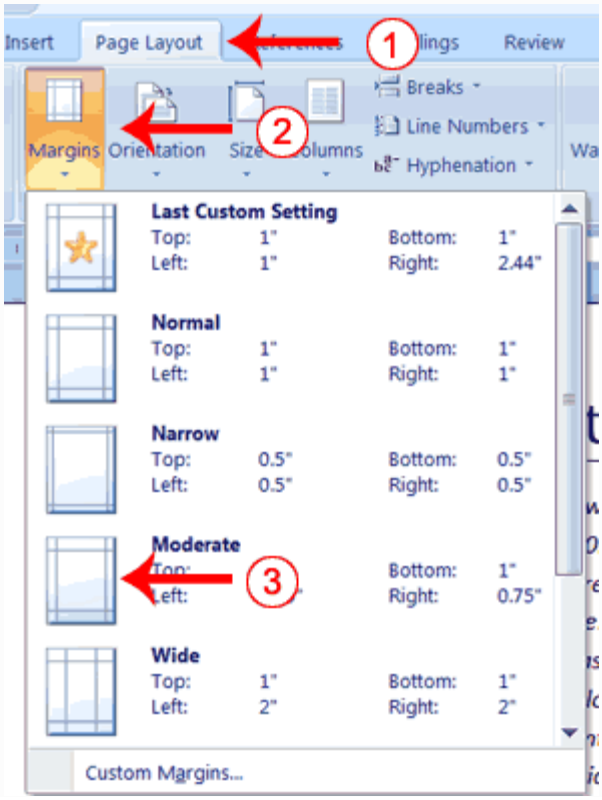
1. Choose the Page Layout tab.
2. Click Size in the Page Setup group. A menu appears.
3. Click Letter 8.5 x 11in. Word sets your page size.

Set the Margins

Margins define the amount of white space that appears at the top, bottom, left, and right edges of your document. The Margin option in the Page Setup group of the Page Layout tab provides several standard margin sizes from which you can choose.

EXERCISE 5

Set the Margins



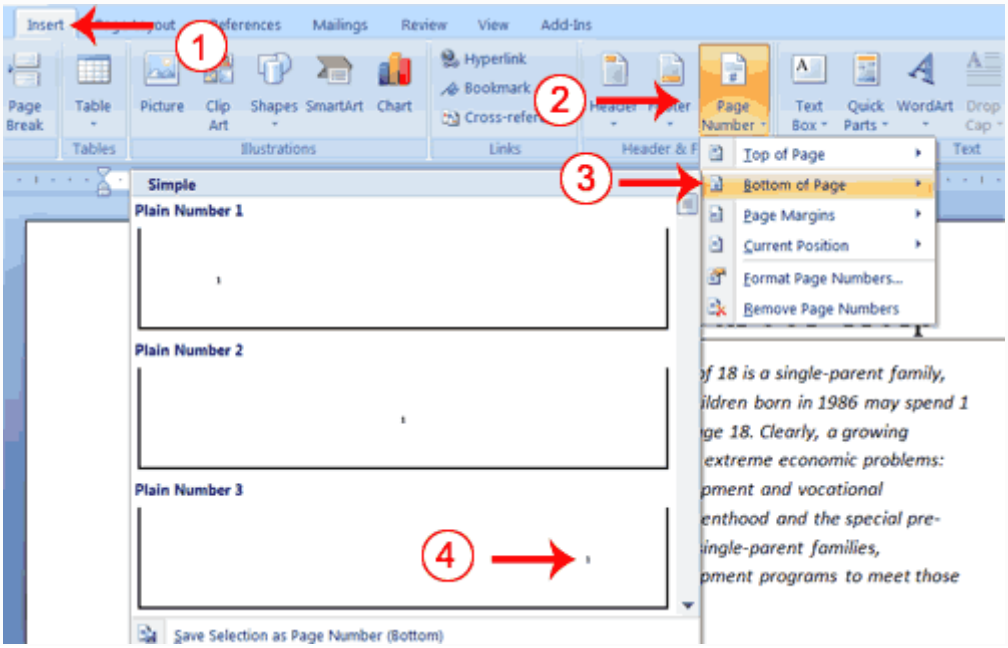
1. Choose the Page Layout tab.
2. Click Margins in the Page Setup group. A menu appears.
3. Click Moderate. Word sets your margins to the Moderate settings.

Add Page Numbers

Page numbers help you keep your document organized and enable readers to find information quickly. You can add page numbers to the top, bottom, or margins of your pages, and you can choose where the numbers appear. For example, numbers can appear at the top of the page, on the left, right, or center of the page. Word also offers several number styles from which you can choose.

EXERCISE 6

Add Page Numbers



1. Choose the Insert tab.
2. Click the Page Number button in the Header & Footer group. A menu appears.
3. Click Bottom of Page.
4. Click the right-side option.

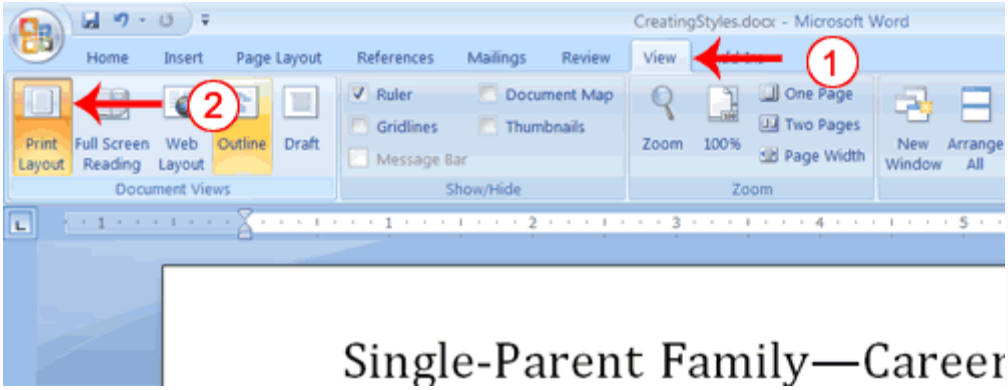
Insert Page Breaks

As you learned in Lesson 1, you can display your document in any of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout. In Print Layout view you see your document as it will appear when you print it. You can clearly see where each page ends and a new page begins.

As you review your document, you may find that you want to change the point at which a new page begins. You do this by inserting a page break. For example, if a page heading appears on one page and the first paragraph under the heading appears on the next page, you may want to inser a page break before the heading to keep the heading and the first paragraph together.

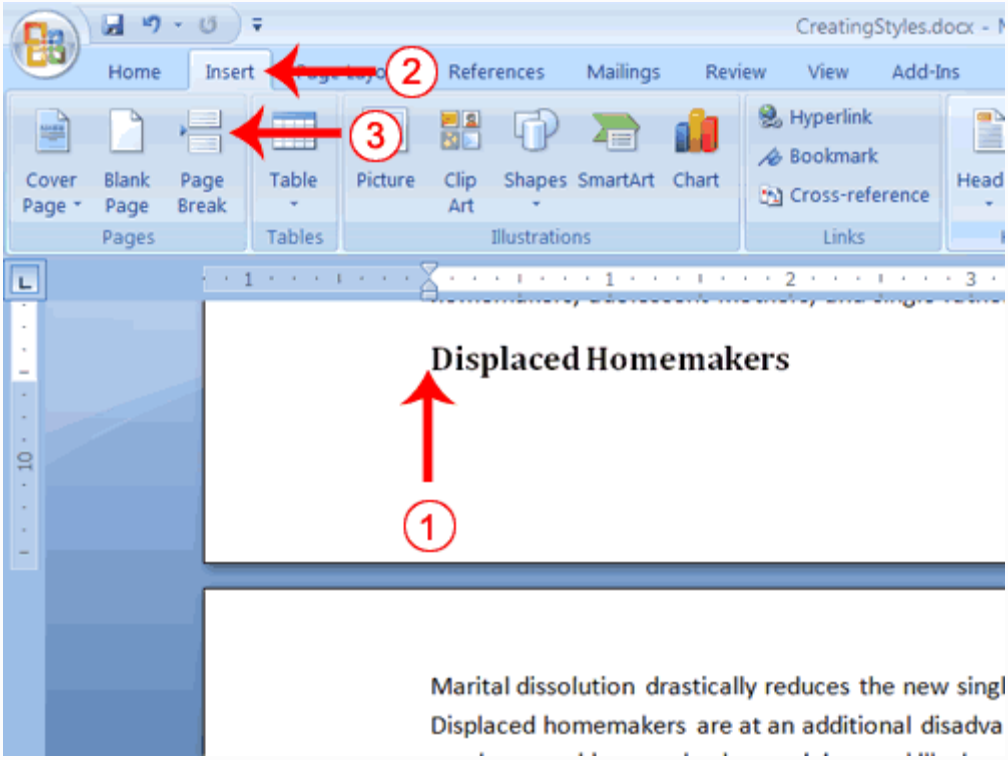
EXERCISE 7

Change to Print View



1. Choose the View tab.
2. Click Print Layout in the Document Views group. Your document changes to the Print Layout view.

Insert Page Breaks



1. Place your cursor before the D in "Displaced Homemakers"
2. Choose the Insert tab.
3. Click Page Break. Word places a page break in your document.

To delete a page break, you select the page break and then press the Delete key.

Preview and Print Documents

When you have your margins, tabs, and so on the way you want them, you are ready to print. In Word, You can preview your document before you print. In the Preview mode, you can review each page, view multiple pages at the same time, zoom in on a page, and access the Size, Orientation, and Margin options.

If you press the Zoom button while you are in Preview mode, the Zoom dialog box appears. In the Zoom dialog box you can set the sizes of the pages that display as well as the number of pages that display.

When you are ready to print, you use the Print dialog box. In the Print Range area, choose All to print every page of your document, choose Current Page to print the page you are currently on, or choose Pages to enter the specific pages you want to print. Type the pages you want to print in the Pages field. Separate individual pages with commas (1,3, 13); specify a range by using a dash (4-9).

EXERCISE 8

Print Preview

1. Click the Microsoft Office button. A menu appears.
2. Highlight the Print option. The Preview and Print the Document menu appears.
3. Click Print Preview. The Preview window appears, with your document in the window.
4. Click One Page to view one page at a time. Click Two Pages to view two pages at a time.
5. To view your document in normal size, click 100%.
6. Click the Zoom Button. The Zoom dialog box appears.
7. Select an option and then click OK. Perform this task for each option and note the results.

Note: As you review your document, if you see changes you would like to make to the layout, use the Margin, Orientation, or Page Size options to make the changes. If you want to make other types of changes to your document, click the Close Print Preview button, to return to your document. Once you are satisfied with your document, you are ready to print.

Print

1. Click the Print button. The Print dialog box appears.
2. Click the down arrow next to the Name field and select the printer to which you want to print.
3. Choose All as the page range.
4. Click OK. Word prints your document.

You have completed Lesson 5. You can save your document and close Word.

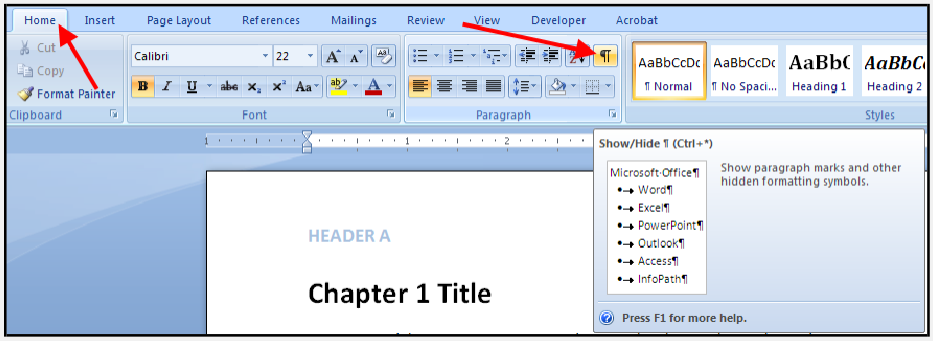
Lesson 6: Creating section/chapter headers and footers in MS Word

1.1

To help view how your document will be divided, turn on the "hide/show

paragraph " tool (located within the "Home" tab.

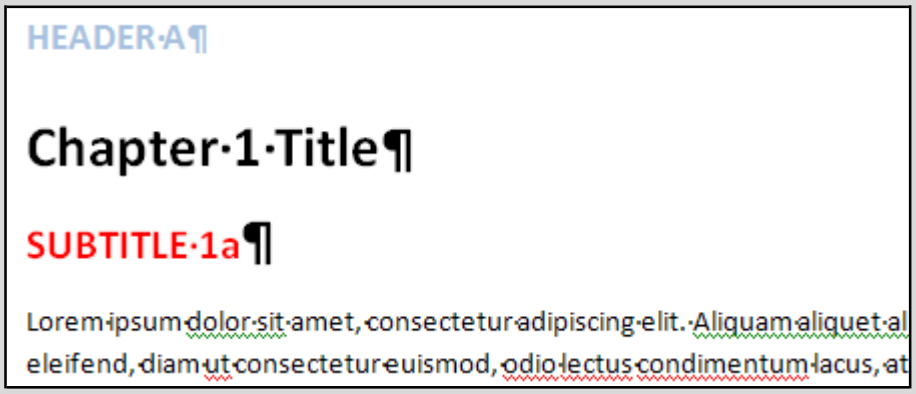
This tool shows paragraph marks and other hidden formatting symbols.



1.2

If the "hide/show

paragraph " tool is turned on, the formatting style of the document will be visible.



1.3

Common formatting styles that may now be visible in the document.

= return
= space
= tab

1.4

In this example, http://www.coe.uh.edu/cite/training/tutorials/office/ chapters-example.doc, the document has three chapters with subpages in each chapter.

Header A
Chapter 1 Title
Subtitle 1a (with Footer A) ← ---- Page Break ----
Subtitle 1b (with Footer A) ← ---- Page Break ----
Subtitle 1c (with Footer A)
← === Section Break (Next Page) ===
Header B
Chapter 2 Title
Subtitle 2a (with Footer B) ← ---- Page Break ----
Subtitle 2b (with Footer B) ← ---- Page Break ----
Subtitle 2c (with Footer B)
← === Section Break (Next Page) ===
Header C
Chapter 3 Title
Subtitle 3a (with Footer C) ← ---- Page Break ----
Subtitle 3b (with Footer C) ← ---- Page Break ----
Subtitle 3c (with Footer C)

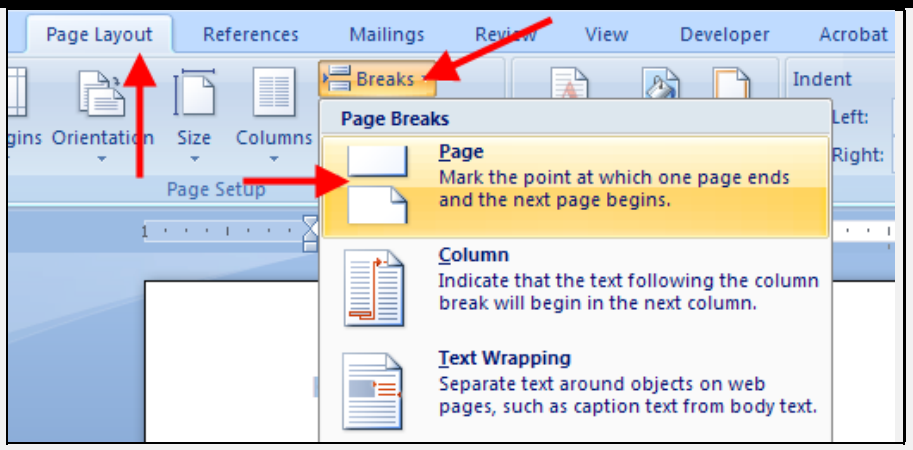
Differences between "Page Break" and "Section Break (Next Page)"

2.1

A "Page Break" marks the point at which one page ends and the next page begins (while still being in the same section/chapter).

To insert a "Page Break", click on the "Page Layout" tab ⓪ "Breaks" ⓪ "Page"

The paragraph format icon will look like:

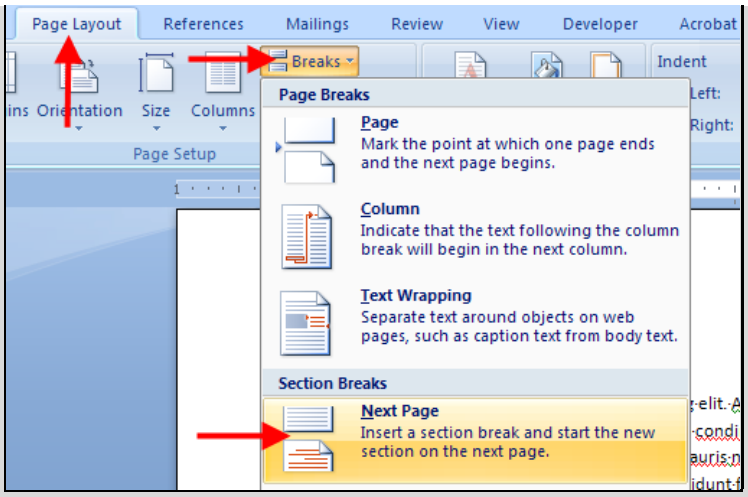


2.2

A "Section Break (Next Page)" inserts a break and starts the new section on the next page.

To insert a "Section Break (Next Page)", place your curser in the area to begin and new section/chapter, click on "Page Layout" ⓪ "Breaks" ⓪ "Next Page"

The paragraph format icon will look like:



2.3

Place "Page Breaks" and "Section Breaks (Next Page)" in the proper areas of your document (refer to graphic 1.4 as an example).

Creating section/chapter headers

3.1

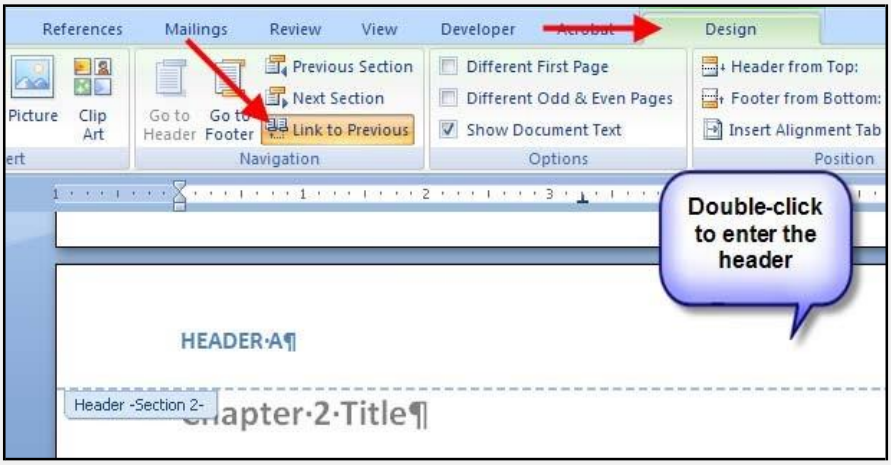
At the beginning of a "section break" double-click on the header. This will open the "Design" tab.

The "Link to Previous"

button will be orange and already selected.

Click on it to deselect/turn it off

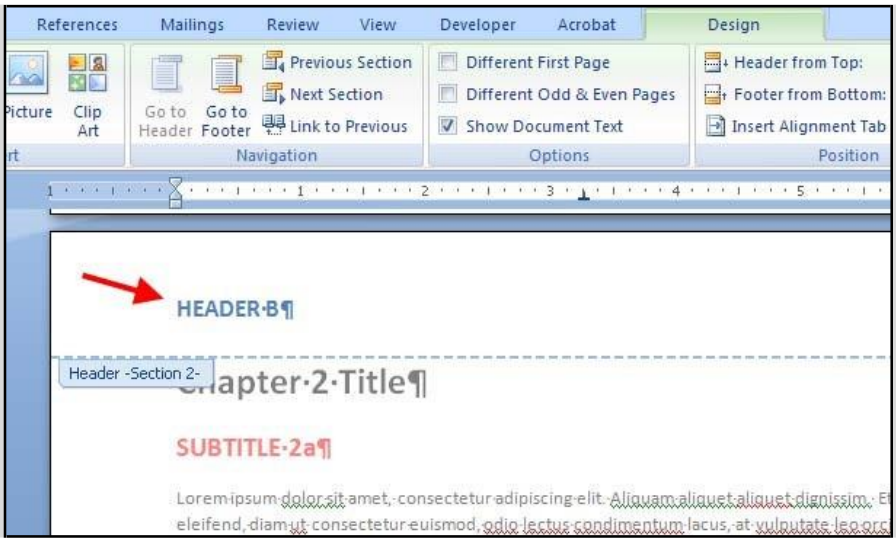
. The button will no longer be orange.



3.2

After the "Link to Previous" option has been deselected/ turned off, this will make sure the header is not linked to the previous section/chapter.

Now make your text changes to the header (to reflect the new section/chapter).



3.3

Repeat steps (3.1 to 3.2) to create different headers for the beginning of each section/chapter. Once the header has been changed, the new header will automatically continue until the next section/chapter.

3.4

To exit the header, click on the "Close Header and Footer" button (located within the "Design" tab).

Page number reset for each section/chapter

4.1

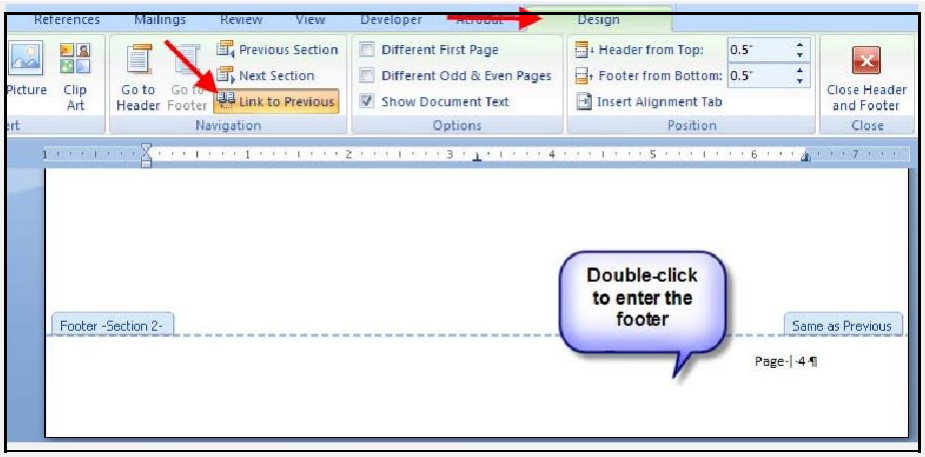
At the beginning of a "section break" double-click on the footer. This will open the "Design" tab.

The "Link to Previous"

button will be orange and already selected.

Click on it to deselect/turn it off

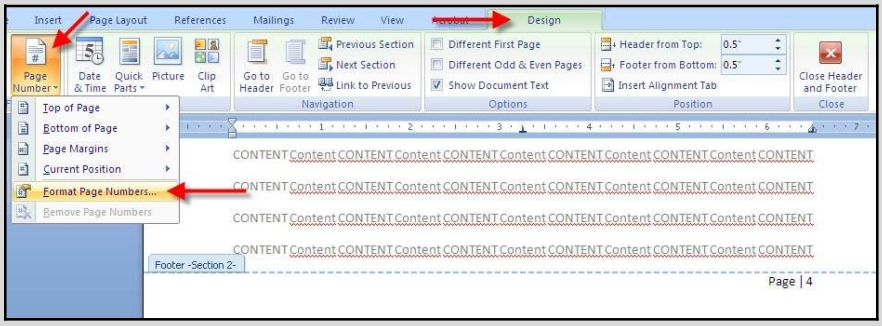
. The button will no longer be orange.



4.2

After the "Link to Previous" option has been deselected/ turned off, this will make sure the footer is not linked to the previous section/chapter.

To reset the page numbering for the section/chapter, click the "Design" tab, click on "Page Number" ⓪ "Format Page Numbers…"

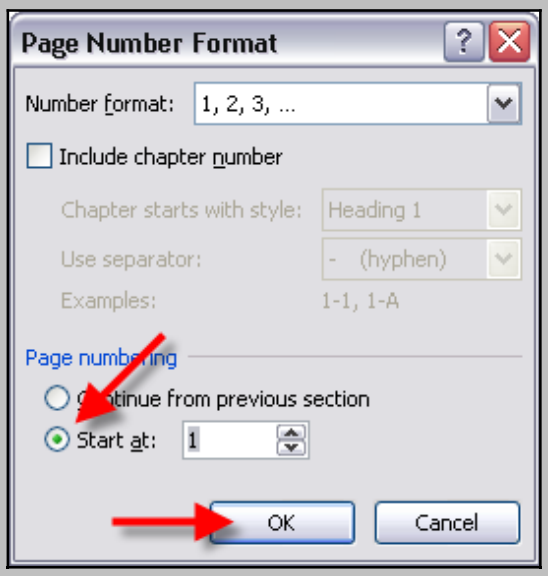


4.3

A "Page Number Format" window will appear.

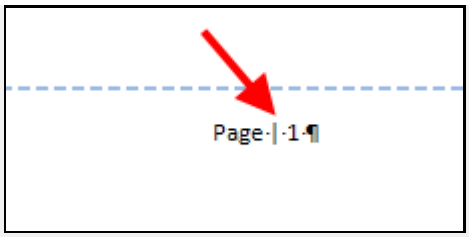
Click on the "Start at" radial button and set it to "1".

Then click on "OK".



4.4

The footer has now been reset to reflect the start of the new section/chapter.



4.5

Repeat steps (4.1 to 4.4) to create different headers for the beginning of each section/chapter. Once the footer has been changed, the numbering system will automatically continue until the next section/chapter.

4.6

To exit the footer, click on the "Close Header and Footer" button (located within the "Design" tab).

Congratulations!

Lesson 7: Creating tables of contents and figures in Word 2007

This Lesson demonstrates how to create a table of contents or figures quickly and easily.

Table of contents

The contents page should be the last part of the document that you produce. *Word*® can generate the table of contents automatically from the titles and paragraph headings within the document. To allow the appropriate titles to be identified, you must apply the "Heading" style or mark the titles. *Word*® also allows you to create a contents table manually.

Applying the Heading style

The Styles group can be found from the Home tab. You should use Heading 1 for main titles and chapter headings, Heading 2 for sub-headings and Heading 3 for paragraph headings.

- Highlight the text which requires a Heading style
- Click once on the style

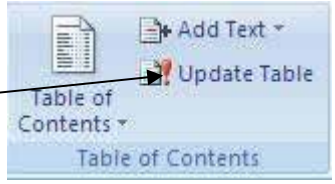
Generating a table of contents

- Click where you wish to insert the table of contents
- Click the **References** tab
- Click the **Table of Contents** button
- Select a style for the table

Update the table of contents

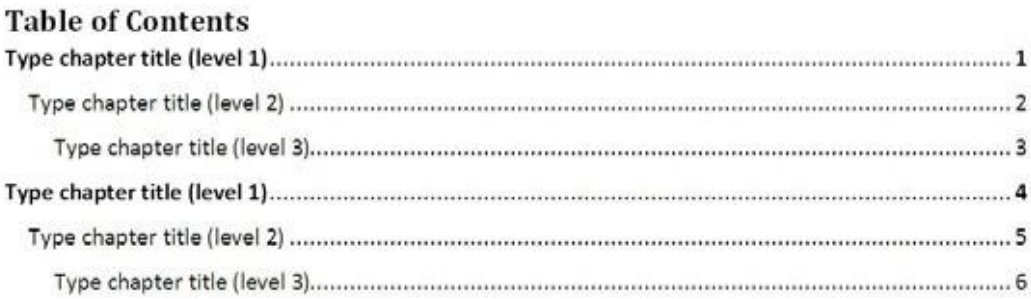
If you change any of the headings in your document, you will need to update the table of contents.

- Click the **References** tab
- Click the **Update Table** button
- In the box that appears, select **Update entire table**
- Click Ok.



Creating a table of contents manually

- Click where you wish to insert the contents table
- Click the **References** tab
- Click the **Table of Contents** button
- Select **Manual Table**



An outline contents table will be inserted. You can click on each title and page number to enter your own information.

Deleting a table of contents

- Click the **References** tab
- Click the **Table of Contents** button
- Click **Remove Table of Contents**

Table of figures

A table of figures is a contents page which references graphs, pictures and tables. Before you can create a table of figures, you need to create captions for each figure. *Word*® uses the captions to generate the table.

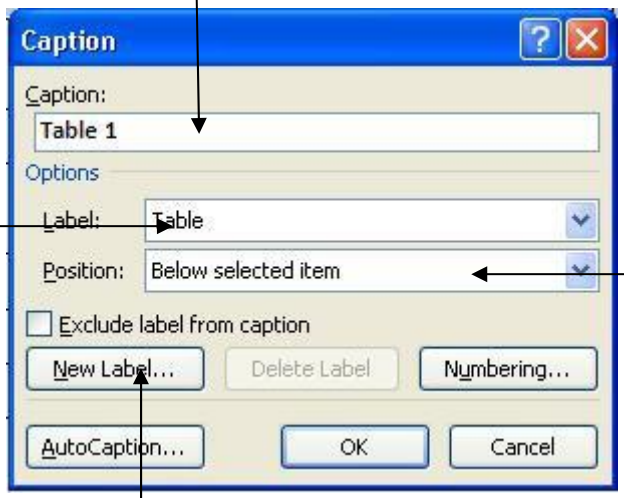
Applying a caption

- Click once anywhere on the figure to select it
- Click the **References** tab
- Click the **Insert Caption** button
- Customise the caption and click **OK**

Click here to enter your own title,

e.g. *Table 1: Chemical Symbols*

Choose a label that is suitable for the figure or click **New Label** to create your own label



Choose where you want the caption to be inserted – above or below the figure

Click here to create your own labels

Lesson 8: Working with Tables in Microsoft Word 2007

The purpose of this document is to lead you through the steps of creating, editing and deleting tables and parts of tables. This document follows a tutorial format so that by the end of the document, you will have created and worked with tables in Microsoft Word. This document was written using the procedures for creating tables in Microsoft Office Word 2003, but the steps may also apply to older versions.

The Parts of a Table

It will be easier to create your tables if you are familiar with the parts of a table. The following table shows a sample table with its major parts listed. You can build a similar table to acquaint yourself with the steps for inserting tables into your documents.

- **Sample Table** Click **Insert Table of Figures**
- Customise the table and click **OK**.

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

olumns

Rows

Cells

- **Columns** the vertical sections of the table
- **Rows** the horizontal sections of the table

Cells the individual squares in which you will place text or images

Creating the Table

You will need to insert the main part of the table to begin editing and manipulating it to suit your document's needs. To do this, perform the following steps.

To insert a table:

1. Place your cursor in the general area where you want the table to be; you can be more specific with its location once you have inserted it.
2. In the Word menu bar, click **Table** > **Insert** > **Table**.

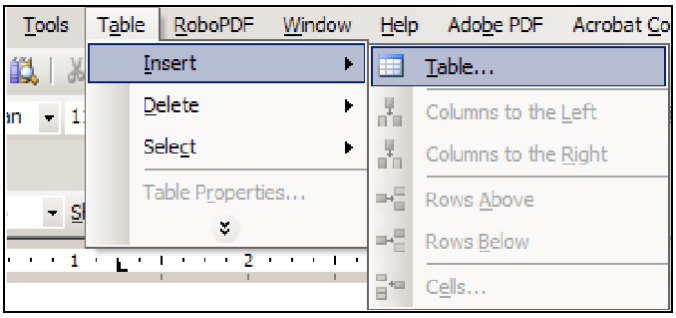


Figure 1: Table option in the Windows menu bar

3. A dialog box will display with the options for setting up your table. The following figure and paragraphs explain these options.

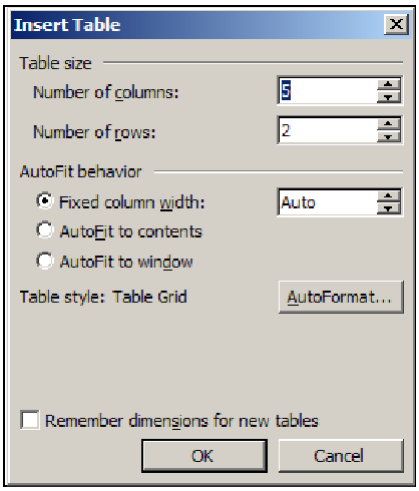


Figure 2: Insert Table dialog box

4. In the **Table size** section of the Insert Table dialog box, select the number of columns and rows you want in your table. If you need to, just estimate. You can always add and delete columns and rows later.
5. In the **AutoFit behavior** section, select the option for how you want the

table sized within your document.

- **Fixed column width** makes all the cells of equal width. You can select a width with the up and **down arrows, type in a width or use the default Auto setting. The cells may resize as you begin** adding content.
- **AutoFit to contents** automatically sizes the width of each cell as you add contents to the cell, whether it is text or an image.
- **AutoFit to window makes all the cells of equal width across the length of the document, but the cells will remain at this width, even as you begin adding content to the cell.**

Note: *If you want to use these same dimensions for any future tables, check the* ***Remember dimensions for new tables*** *check box.*

6. Click **OK**.

Using the settings of 3 columns and 4 rows with the Fixed column width option selected, your new table will display as shown below. We will call this our framework table.

Framework Table

Editing the Table

Now that you have inserted the table, it is time to edit, or customize, it. Microsoft Word offers many options for customizing tables but most are beyond the scope of this paper. The following instructions are for very basic editing, such as adding and deleting rows and columns, resizing table and cell size, aligning the table on the page and working with text within each cell.

Remember our sample table at the beginning of this paper:

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

The following sections will help us take our framework table that we just inserted in the above steps and make it look like the sample table.

To add columns or rows:

To match our sample table, the framework table needs another column.

1. Place your cursor in the first cell in the framework table.
2. In the Windows menu bar, click **Table** > **Insert** > **Columns to the Left**. The table will now display as shown below.

To align the table on the page:

1. Right click anywhere inside the table to display the menu (you can also click **Table** on the menu bar once you have the cursor anywhere in the table). On this menu, select **Table Properties** to bring up the Table Properties dialog box.

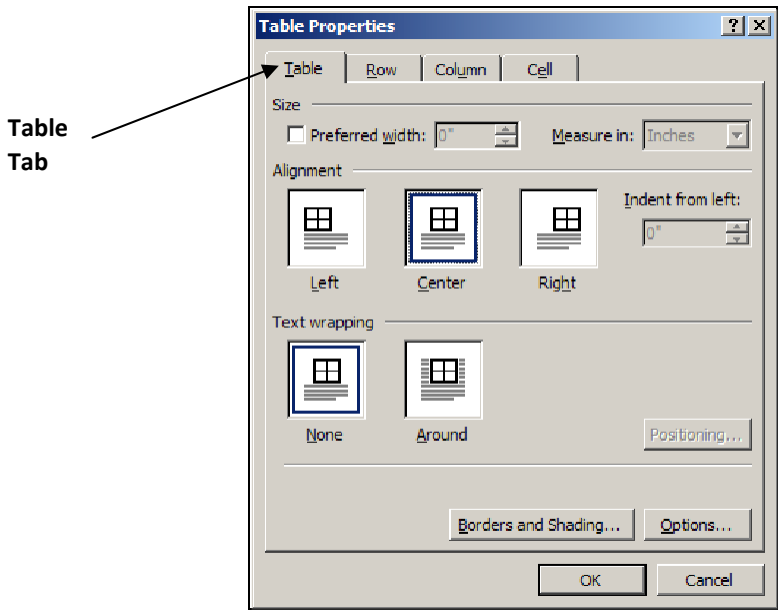
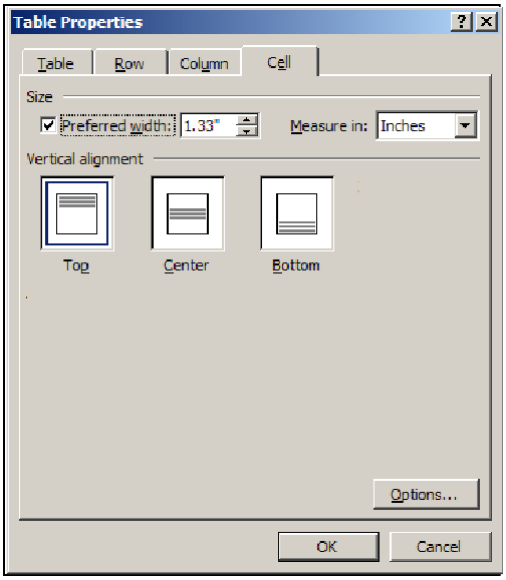


Figure 3: Table Properties dialog box

2. Be sure the **Table tab** is selected.
3. In the **Alignment** section, click **Left** if you want the table aligned with the left margin of the paper, **Center** if you want the table centered, and select **Right** if you want the table aligned with the right side of the paper. For our sample table, we want to select the **Center** option.
4. Click **OK** to save your settings, or click **Cancel** to exit without saving. Our framework table will now be centered.

To change the size of the cells:

1. Highlight the cells that you want to change.
2. Right click and select **Table Properties** from the menu to display the Table Properties dialog box.
3. Select the **Cell tab**.



4. In the **Preferred width** area, use the arrow keys or type in a width for the cells to shorten or widen them.
5. Click **OK** to apply the changes or click **Cancel** to exit without applying the changes.

For our framework table we want each cell to be 1.33 inches in width, so type in 1.33 in the Preferred width field.

Changing the Color of a Cell, Row or Column

A good way to help draw attention to an important cell, row or column (such as for headings for columns or rows) is to change its color to provide contrast and draw the eye of the reader. It might also help your reader follow the information in a row or column of a lengthy table if you alternate colors between rows or columns. For example, if you have a table that has 100 rows and 15 columns, with each cell containing numbers, if might be easier for the reader to scan a row if each row alternates between white and light gray, such as in the sample table.

To change the color of a cell, row or column:

1. Click and drag to highlight the row or column of which you want to change the color. To change the color of a single cell, just place the cursor in that cell.
2. Right click to bring up the menu, or click **Table** in the menu bar. From the right click menu, select **Borders and Shading**. From the **Table** menu, select **Table Properties**, click the **Table** menu, then click the **Borders and Shading** button to display the following screen.

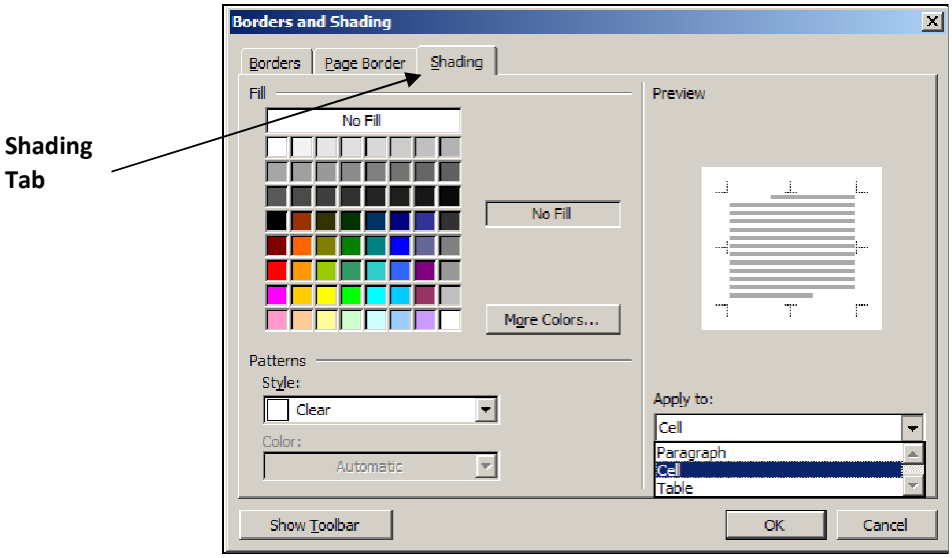


Figure 4: Borders and Shading dialog box - Shading tab selected

3. In the **Fill** section, select a color for the cell, row or column.
4. In the **Apply to:** section, be sure **Cell** is selected or the color will be applied to the entire table.
5. Click **OK** to apply the changes, or click **Cancel** to exit without applying the changes.

   To get the look of our sample table, on the framework table, highlight the last three cells of the top row. Right click, select Borders and Shading, click the box with the color Gray – 55%. Click OK. Then highlight the last three cells of the first column in the framework table. Right click, select Borders and Shading, click the box with the color Gray – 55%. Click OK. Finally, highlight the last three cells of the third row. Right click, select Borders and Shading, click the box with the color Gray – 12.5%. Click OK. The framework table should now look like the following:

To change the borders of a cell, row or column:

1. To change the borders of a row or column, click and drag to highlight the row or column. To change the borders of a single cell, just place the cursor inside that cell.
2. Right click and select **Borders and Shading** from the menu. You can also select **Table** from the menu bar, click **Table Properties**, and from the **Table tab**, click the **Borders and Shading** button to display the Borders and Shading dialog box, as shown below.

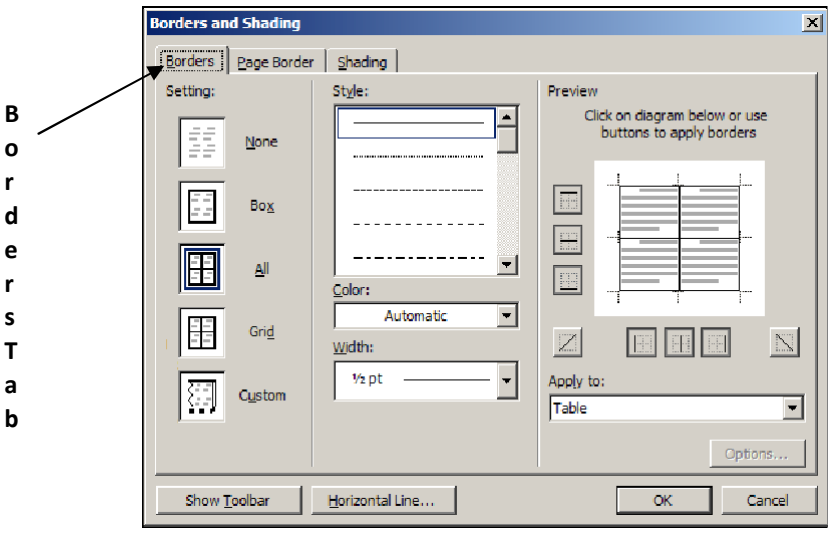


Figure 5: Borders and Shading dialog box - Borders tab selected

Be certain the Borders tab is selected. From this tab you can customize your table by controlling what lines of the table, cell, row or column is displayed and at what line thickness. You can play around with the settings in this tab until you are happy with the results, but for our purposes, we want the first cell in the first row of our framework table to NOT display. To do this, perform the following steps.

3. Place the cursor in the first cell of the first row of the framework table.
4. In the **Borders and Shading** dialog box, click the **Custom** box in the **Setting:** area.
5. In the **Preview** area, click the buttons for the lines that you don't want to display. The image in the center of the **Preview** area will show you which lines will display and which ones won't, based on the button you have pressed. For our purposes, we don't want the top or left side borders of the cell to display, so click the appropriate buttons. In the **Apply to:** area, be sure you select **Cell** so that your changes don't apply to the entire table.
6. Click **OK**. The table should now display as shown below:

The top and left side borders of the first cell in the first row will now be grayed out. These borders will not display when the paper is printed.

Working with Text

Similar to changing the color of a cell, row or column, changing the color or style (if the text is bold, italic, underlined or plain) of the text

within your table can also help draw your reader's eye to important text. For example, bolding the text of a heading for a column will indicate to the reader that this is a heading and not a data cell.

To add text:

1. Place the cursor inside the cell. Begin typing.
2. You can also copy and paste text into the cell.

For our framework table, we want to simply label each cell. Each row and column will have a heading, and each data cell will be labeled as well. Our table should now look like the following:

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

You may notice that we left the bottom row blank. This is because we will delete this row later in this document.

To change font color:

1. Highlight the text.
2. In the Windows menu bar, click **Format** and select **Font** to display the Font dialog box.

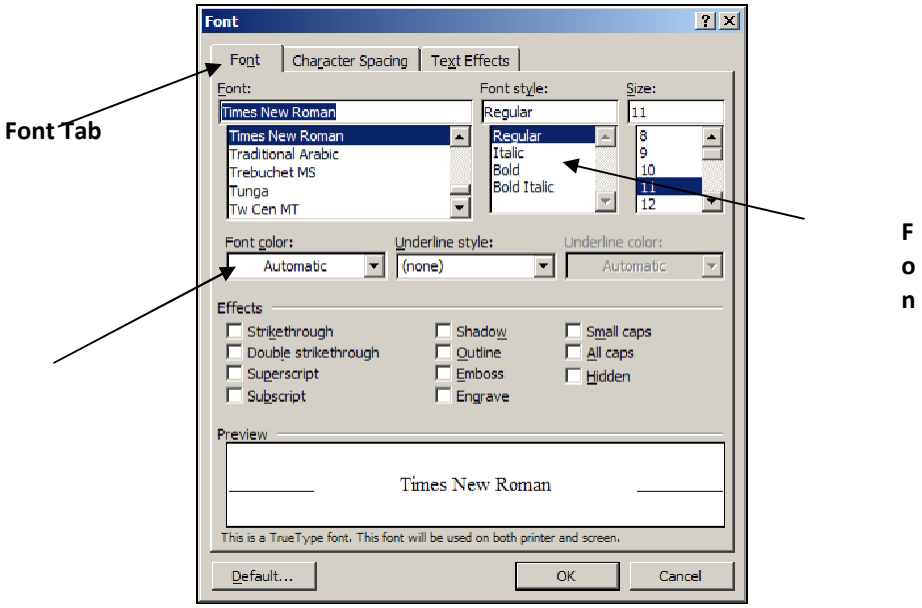


Figure 6: Font dialog box

3. Make sure the **Font tab** is selected. In the **Font color:** section, select a color from the drop-down list.

4. Click **OK** to apply the changes or **Cancel** to exit without applying the changes.

For our framework table, we want the heading cells for each column and row to display in white text, so we will select white. So now our framework table should look like the following:

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

To change the style of a font:

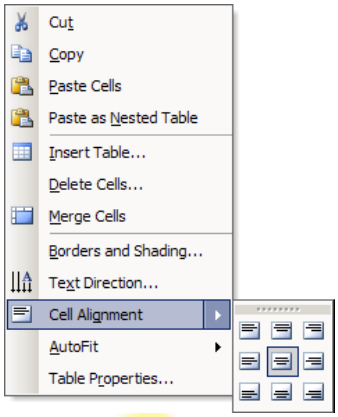
1. Highlight the text that needs to be changed.
2. In the Windows menu bar, click **Format** and select **Font** to display the Font dialog box.
3. In the **Font style: section** select the style for the text.
4. Click **OK** to apply the changes, or click **Cancel** to exit without applying the changes.

For our framework table, we want the heading cells for the columns and rows to be bolded. So we would select Bold in the Font style: section of the Font dialog box. (See Figure 6: Font dialog box.) The heading cells for the columns and rows should now be bolded, as displayed in the table below:

	Column 1	**Column 2**	**Column 3**
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

To adjust the alignment of the text within the cell, row or column:

1. Highlight the text for which you want to change the alignment.
2. Right click and click the arrow next to the **Cell Alignment** option on



the menu.

3. In the option menu that displays after you click the arrow, the top row will align the contents of the cell to the top of the cell(s). The middle row options will align the contents of the cell to the center of the cell(s). The bottom row options will align the contents of the cell to the bottom of the cell(s).

For our framework table, we want the heading cells for the columns to be aligned in the center of the cell, so we will highlight the heading cells for the columns, right click, click the arrow on Cell Alignment, and select the option that will align the text in the middle center.

The framework table will now display as below: (notice the column headings are centered)

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

Deleting Tables, Cells, Rows and Columns

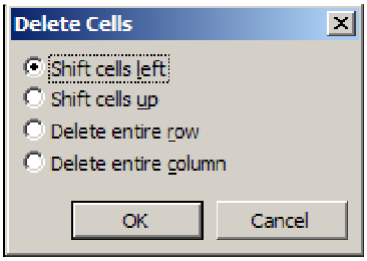
Once you have created a table, it may be necessary to delete parts of the table, or the entire table. The following instructions will lead you through deleting tables, cells, rows or columns.

To delete a table:

1. Place the cursor in a cell of the table you want to delete.
2. In the Windows menu bar, click **Table** > **Delete** > **Table**.

To delete a cell:

1. Place the cursor in the cell you want to delete.
2. In the Windows menu bar, click **Table** > **Delete** > **Cells**.



Use the Shift cells left option if you are deleting a cell from a column and want the other rows to move to the left to fill the empty cell.

Use the Shift cells up option if you are deleting a cell from a row and want the other rows to move up to fill the empty cell.

Use the **Delete entire row** option if you want to delete the whole row.

Use the **Delete entire column** option if you want to delete the whole column.

To delete a row:

1. Place the cursor inside any cell of the row you want to delete.
2. In the Windows menu bar, click **Table** > **Delete** > **Rows**.

To delete a column:

1. Place the cursor inside any cell of the column you want to delete.
2. In the Windows menu bar, click **Table** > **Delete** > **Column**.

For the final step in making our framework table into the sample table, we want to delete the bottom row of the table. To do this, we place the cursor in any cell of the bottom row. Click Table > Delete > Rows. Our framework table is now finished and should look like the following:

	Column 1	Column 2	Column 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6
Row 3	Cell 7	Cell 8	Cell 9

References:

- http://www.baycongroup.com/word2007/01_word2007.html
- http://www.coe.uh.edu/cite/training/tutorials/office/word-chapters.pdf
- https://www.staffs.ac.uk/images/ins106_TblFigContWd2007_tcm68-27482.pdf
- https://gradcollege.okstate.edu/sites/default/files/tables.pdf

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