

Tips & Tricks

Microsoft Office Word 2007

Overview to the New User Interface

Command Tabs: The traditional menus and toolbars have been replaced by a set of **command tabs** located in what is called the **Ribbon**. Presented graphically, command tabs display the commands that are most relevant for each of the task areas in the application. For example, Office Word 2007 has command tabs for writing, inserting, viewing, and other tasks. You can double-click a command tab to hide or reveal the Ribbon as needed. Of course, the traditional dialog box interfaces are still available for those who want a greater degree of control over the result of the operation.

Microsoft Office Button: The **Microsoft Office** button has replaced the File menu and contains many of the standard file-related commands.

Quick Access Toolbar: To the right of the Microsoft Office button is the customizable **Quick Access Toolbar** containing the Undo, Redo, and Save commands. To customize the Quick Access Toolbar, click the drop-down arrow to the right of the toolbar.

Shortcut Menus: Right-click an object for context-sensitive menus of most frequently used commands.

Contextual Command Tabs: The 2007 Office system features **contextual command tabs** that appear only when they are needed and remain out of the way when they are not. For example, the commands for editing a table in Office Word 2007 are hidden until a table has been inserted into a document and the user wants to modify it. To insert a table, click the Table group on the Insert tab. Click inside the table to see the Table Tools contextual command tab. Other contextual command tabs are available for charts, pictures, and headers and footers.

Dialog Box Launchers: Small buttons are available in the lower right of many **Groups** on the **Ribbon**.

Key Tips: Use the **ALT** key to use the **keyboard** instead of the **mouse**.

Word HELP: Use the **Word Help Button** in the upper-right corner.

Cool and Useful Features

Document Templates: Amazing variety: Resumes, calendars, certificates, cover sheets, etc.

Create Nonsense Sample Text: Type `=RAND(3, 8)` to create 3 paragraphs of 8 random sentences each.

Save as PDF: With the **Microsoft Save As PDF** add-in, which is available for download at no cost from <http://office.microsoft.com>, you can save your document as a Portable Document Format (PDF) file. Use the Microsoft Office Button, and then click the arrow next to Save As.

Check Writing Style: Look for clichés, gender-specific words, analyze your writing grade-level. Use Word Options + Proofing + Spelling & Grammar Options.

Word Count: Count the pages, paragraphs, words or characters. See “Words” on the bottom left Status Bar.

Page Borders: Make your flyer or other document look sharp! Use Page Layout Tab + Page Background, Page Borders. Try changing colors, too.

Picture Styles: Use a special effect for your picture frame. Double-click the picture and use Format + Picture Styles.

Research Paper References: Document your references with footnotes, bibliography, or Works Cited. Use the References Tab + Footnotes or Citations & Bibliography.

Quickly Assemble Documents from Predefined Content

Headers and Footers: Adding a header or footer to your document is as easy as clicking Header or Footer on the Insert tab. Use the Header and Footer contextual command tab to add additional Building Blocks such as date, a picture, or other predefined content types into your header and footer.

Mini Toolbar: When working in the content of a document, you can limit trips to the Ribbon by using the common formatting items in the Mini Toolbar. Just select your text and the Mini Toolbar automatically appears.

Custom Building Blocks: With Word 2007, it's easy to create your own reusable content types. Select the text you want to reuse and click the Quick Parts button on the Insert tab. Click Save Selection to Quick Parts Gallery. The next time you need the text, click the Quick Parts button and select your Building Block.

Text Box: Include text boxes and other objects for including quotes and sidebars. Inserting a quote or sidebar is a quick way to make your document look like something published in a book or magazine. Click Text Box on the Insert tab.

View and Change Documents Easily

Galleries and Live Preview: You can rest your pointing device over a gallery on the command tabs to see a live preview of an editing or formatting change *before* that change is actually applied.

View Side by Side: Compare two documents side by side. Open both files that you want to compare. On the View tab in the Window group, click View Side by Side.

Quick Styles: With the Quick Styles feature you can change how documents look with a single click. Simply select the text you want to change and then choose the style you want from the Quick Styles gallery on the Home Tab. You can also create your own Quick Styles for use in future documents.

Style Sets: Style Sets enable you to make global changes to a document with a single click. You can choose different Quick Style galleries, document color schemes, and fonts. All existing styles in your document will automatically adapt to the new Style Set. To choose a Style Set, click Change Styles in the Styles gallery.

Document Themes: While you can choose style, color, and font schemes individually, Document Themes offers predefined configurations of all three Style Set elements, making it easy to provide a complete foundation for your document in one click. Document Themes even define the effects used for shapes, charts, and diagrams inserted into the document. To apply a Document Theme, click the Themes button on the Page Layout tab.