

Microsoft Word 2007: Comprehensive



Lesson 3: Creating a Memorandum and a Press Release

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Understanding Memorandum Styles

Double-space between paragraphs or use the Word's new after-paragraph spacing

Body

Attachment notation

MEMO TO: Bill Watson

FROM: Lashanda Robertson

DATE: February 10, 2007

SUBJECT: Flexico® Press Release

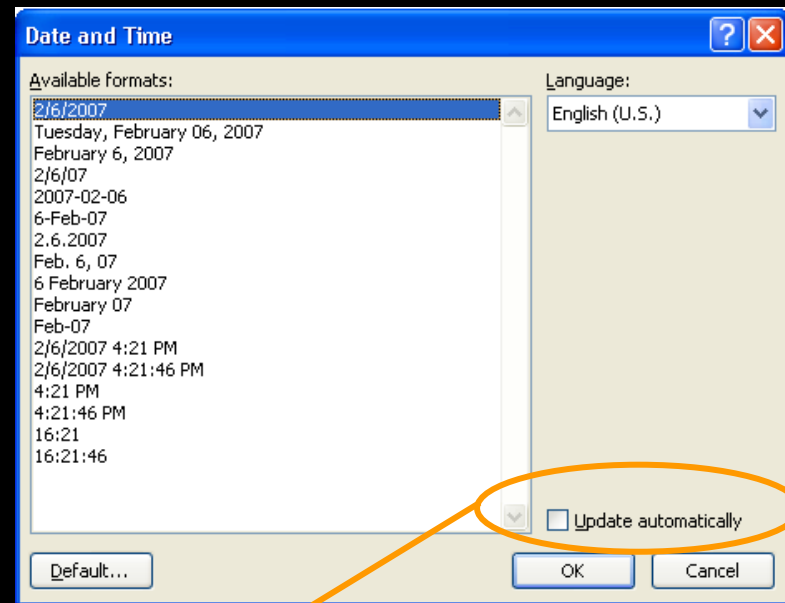
I have attached a press release to announce the review the press release and let me know if you release to the media organizations next week.

Attachment

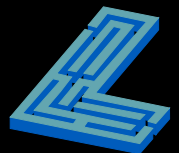


Inserting and Formatting the Date

- Offers a variety of formats
- Can update automatically

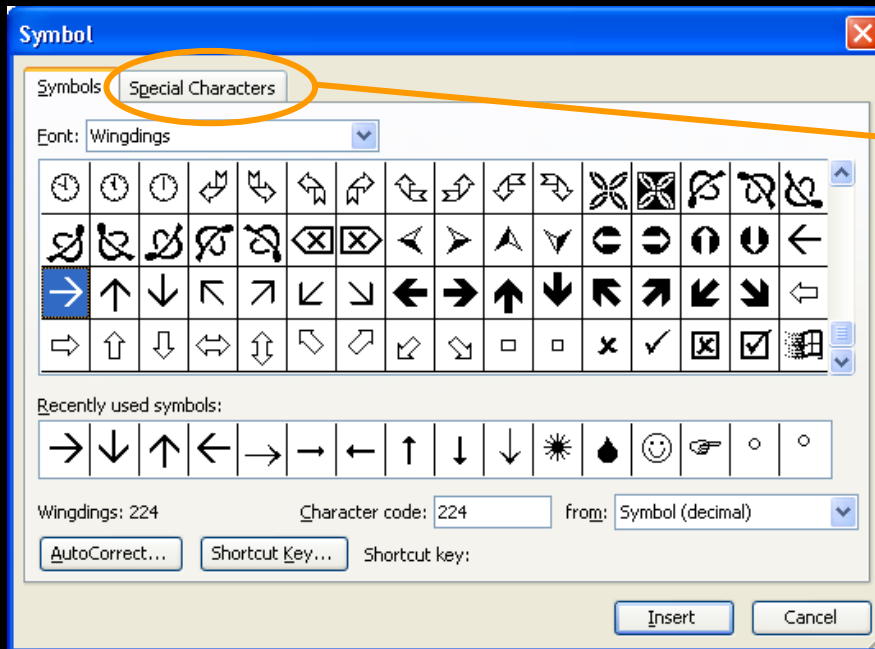


TIP *Check Update Automatically to insert the date as a field.*



Inserting Symbols

- A variety of symbols and special characters



The Special Characters tab displays commonly used characters such as the registered trademark (®) symbol and various punctuation symbols.



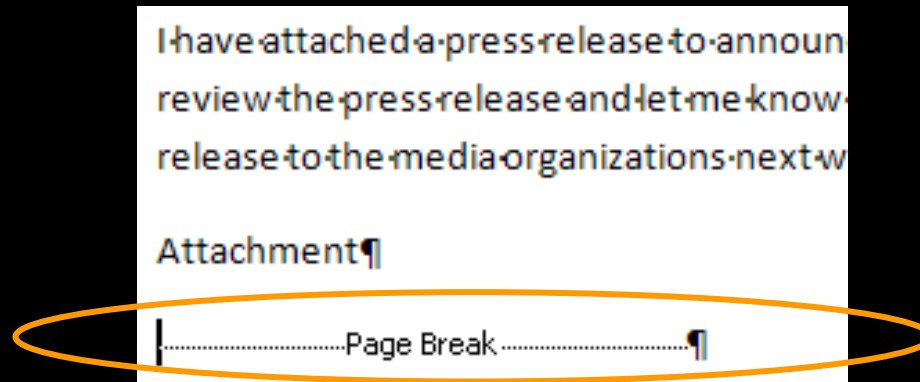
Working with Page Breaks


■ Automatic breaks

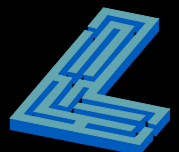
- ▲ Word decides when a new page begins
- ▲ When paragraphs are added in the middle, Word repaginates—redefining where page breaks go

■ Manual breaks

- ▲ You decide when a new page will begin
- ▲ Can be deleted



TIP  To remove a page break, position the insertion point at the beginning of the Page Break line and press **Delete**.



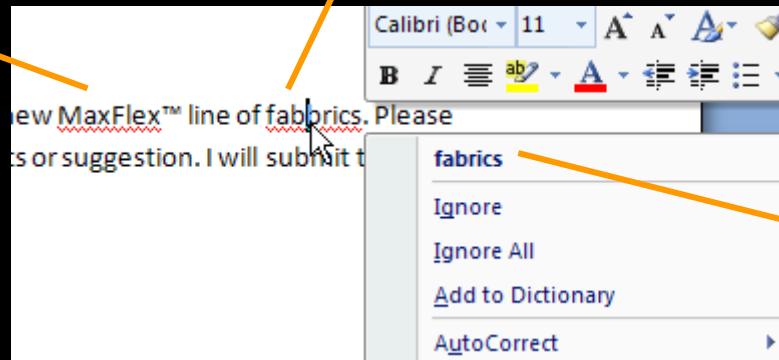
Working with Proofreading Tools – Spelling Checker

- Automatically check spelling as you type
- Add words to the Custom Dictionary

This word is spelled correctly but is not in the dictionary

Misspelled word shown with a red wavy underline

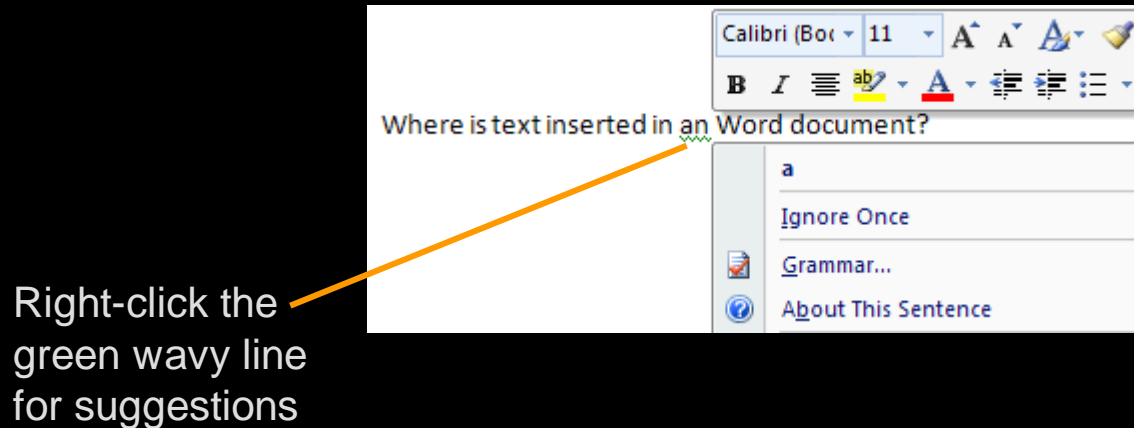
Mini toolbar always appears when you right-click text; ignore it




Suggested spelling appears in popup menu

Working with Proofreading Tools – Grammar Checker

- Automatically check grammar as you type

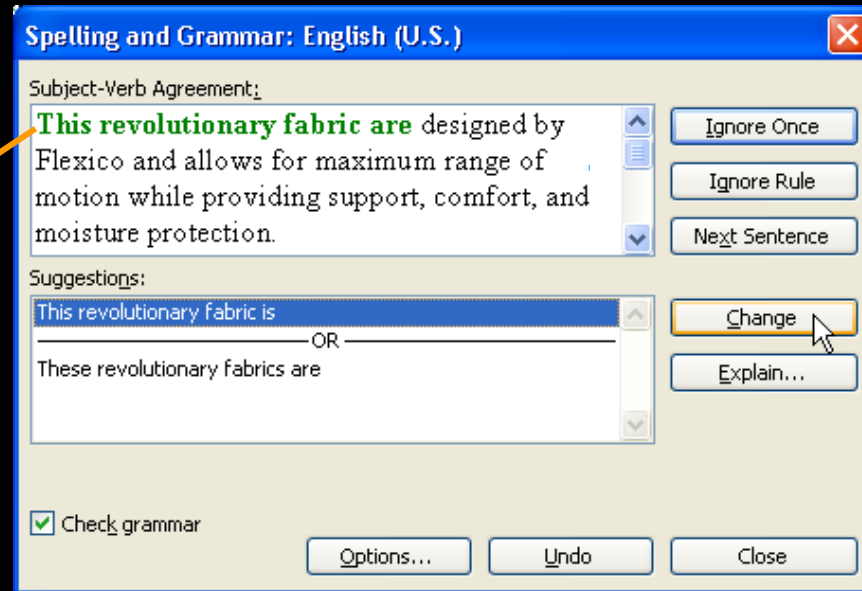


TIP  *The grammar checker isn't perfect. Proofread carefully!*

The Spelling and Grammar Dialog Box

- Check an entire document for spelling and grammar mistakes

The green highlighted characters direct your attention to the text in question

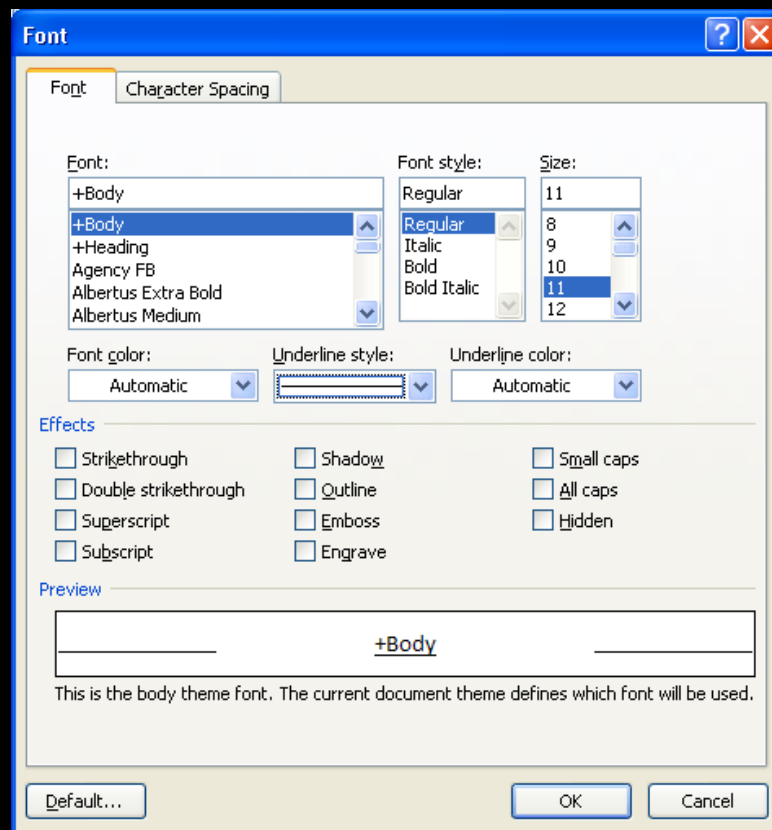


TIP The Spelling and Grammar Dialog Box is especially useful when you are checking a large document.



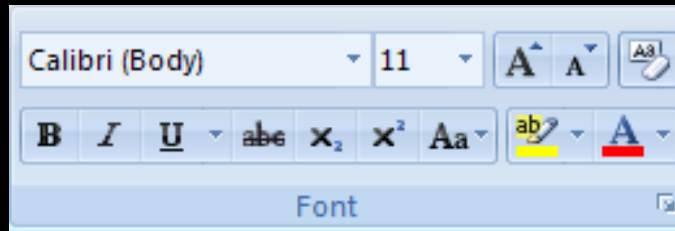
Using Character Formatting

- **Select text to be formatted**
 - ▲ If no text is selected, settings take effect from that point forward
- **Change the font, font size, and color**

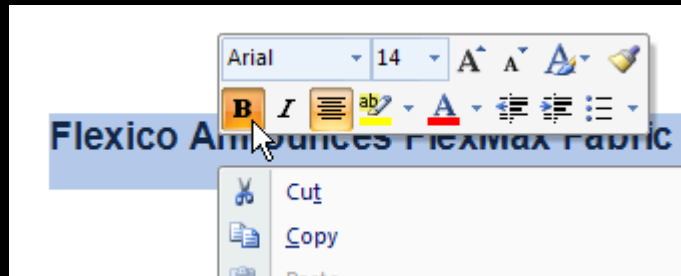


Using Character Formatting

- Use common options on the Ribbon



- Select text and the Mini toolbar appears

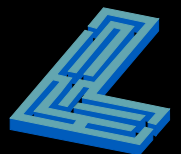


The Format Painter

- Copy text formats from one location to another
- Convenient if you want the same format(s) applied to text in different locations
- Create consistent formatting throughout a document
- Save time



TIP *Single-click the format painter icon to copy to single location.
Double-click the format painter to copy to multiple locations.*



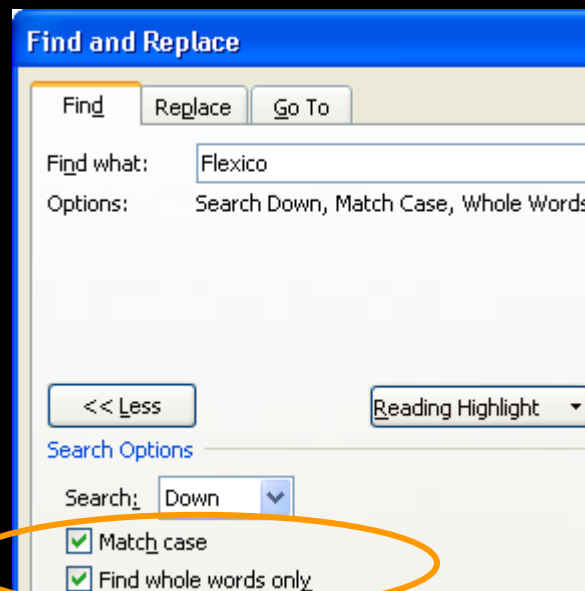
Working with Find and Replace

- Search a document for a word or phrase
- Search for text formats, page breaks, and other items
- Replace found items automatically



TIP

Narrow the search with these options.



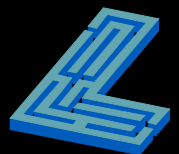
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