

# Microsoft Word 2007: Comprehensive



## Lesson 4: Creating a Simple Report

[Return to the Word 2007 web page](#)



LABYRINTH  
LEARNING™

# Understanding Report Formats

First line indented

Body text is  
double-spaced

Double-space  
between quotes

## **COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY**

Our society has changed from a manufacturing-oriented society to an information society. Those with access to capital had power in the early 1900s. In the twenty-first century, however, power will come from access to information. The amount of worldwide information is growing at a rapid pace. Computer technology is responsible for much of this growth, but it can also help us manage the information.

Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

Computer skills are becoming more important in the business world. Many companies need employees with excellent computer skills.

The Internet and other information resources provide access to a global database of information.

Computer skills can often simplify ones personal life. Computers can be used to entertain, to manage finances, and to provide stimulating learning exercises for children.

Using computers can provide a sense of accomplishment. Many people suffer from "computerphobia." Learning to use computers often creates a feeling of connection with the information age.

Begin title 2" down from top of page

Title is UPPERCASE, centered, and **bold**

Quotes are single-spaced and indented about 1" from left



**LABYRINTH**  
LEARNING™

# Using Paragraph Formats

## ■ Setting paragraph alignment

Align left

COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY

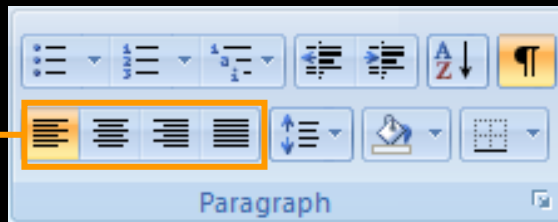
Align center

COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY

Align right

COMPUTER TECHNOLOGY IN THE TWENTY-FIRST CENTURY

Left  
Center  
Right  
Justify



Center alignment on the Mini toolbar



*Character formatting: Select the entire block of text you want to format.  
Paragraph formatting: Simply click in the paragraph to select it.*



# Using Paragraph Formats

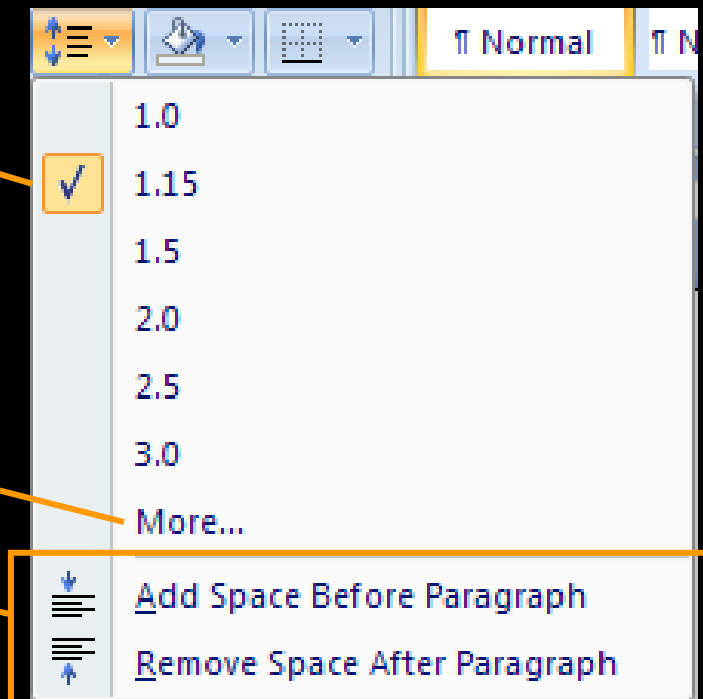
## ■ Setting line spacing



Word's new default  
line spacing

Open the Paragraph dialog  
box, where you can also  
set line spacing

Toggle between adding and  
removing space before and  
after paragraphs



# Indenting Text from the Left



Decrease indent



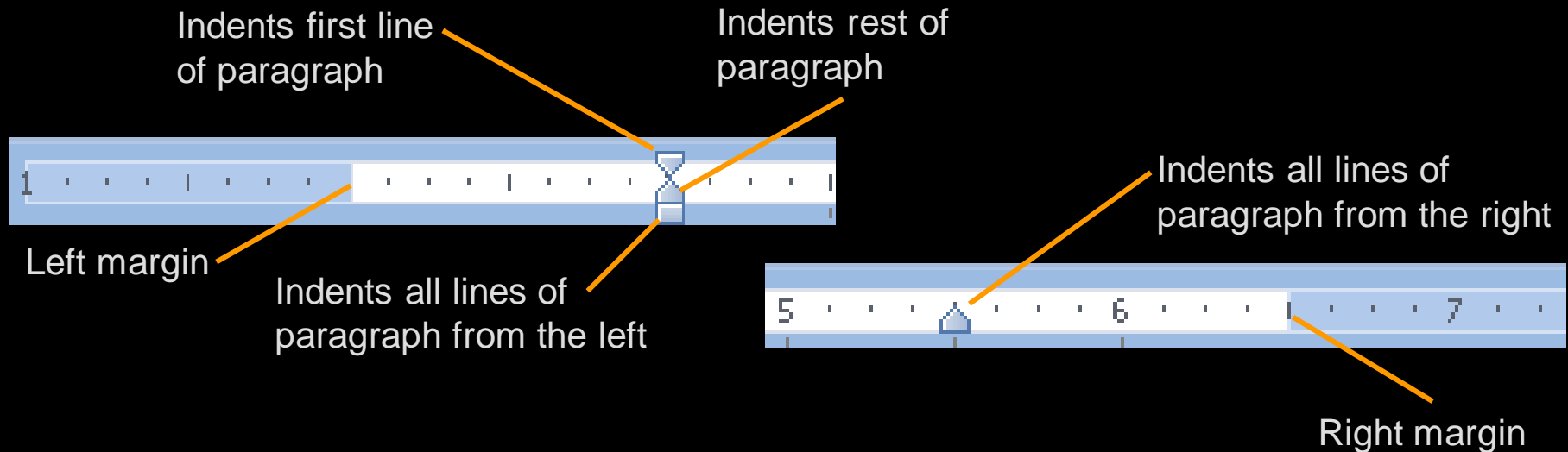
Increase indent

Left margin

1/2-inch indent

To laugh often and much; to win the respect of intelligent people and the affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition; to know even one life has breathed easier because you have lived. This is to have succeeded.

# Setting Indents on the Ruler



Information management is an important use of computer technology. Daryl Richardson of Harmond Technology describes four other reasons why the average person may want to acquire thorough knowledge of computers.

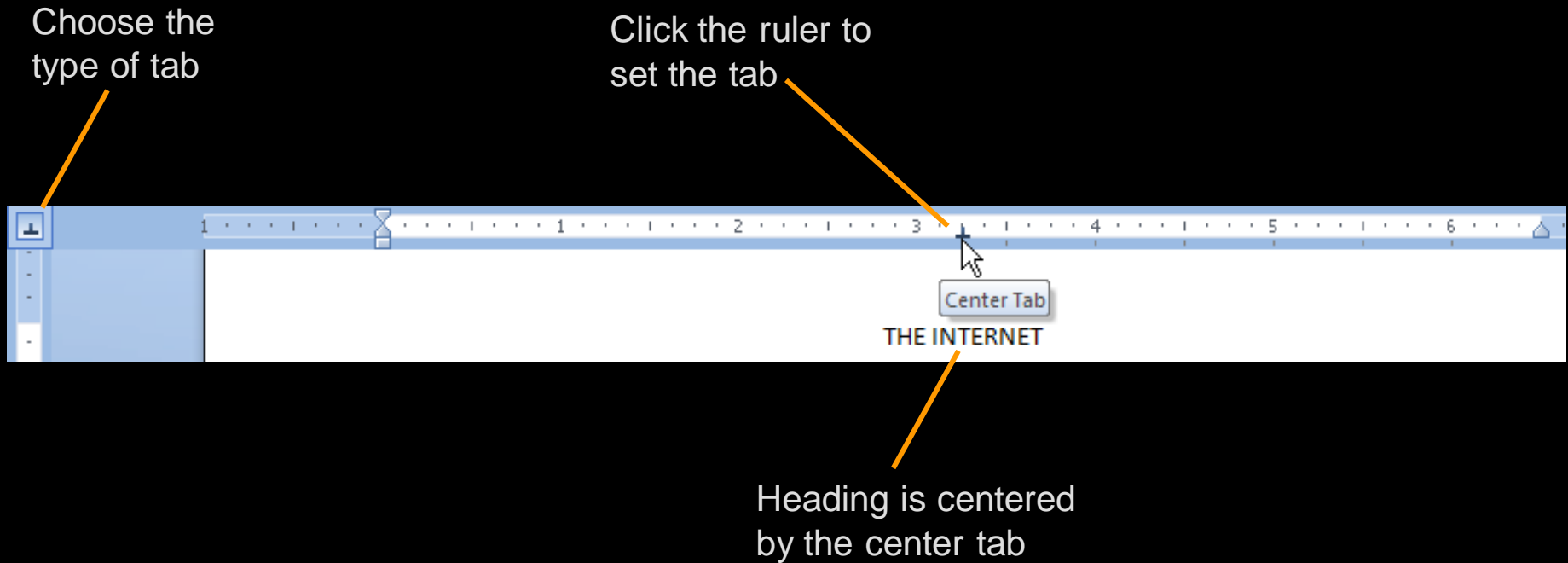
Computer skills are becoming more important in the business world.  
Many companies need employees with excellent computer skills.

The Internet and other information resources provide access to a global database of information.

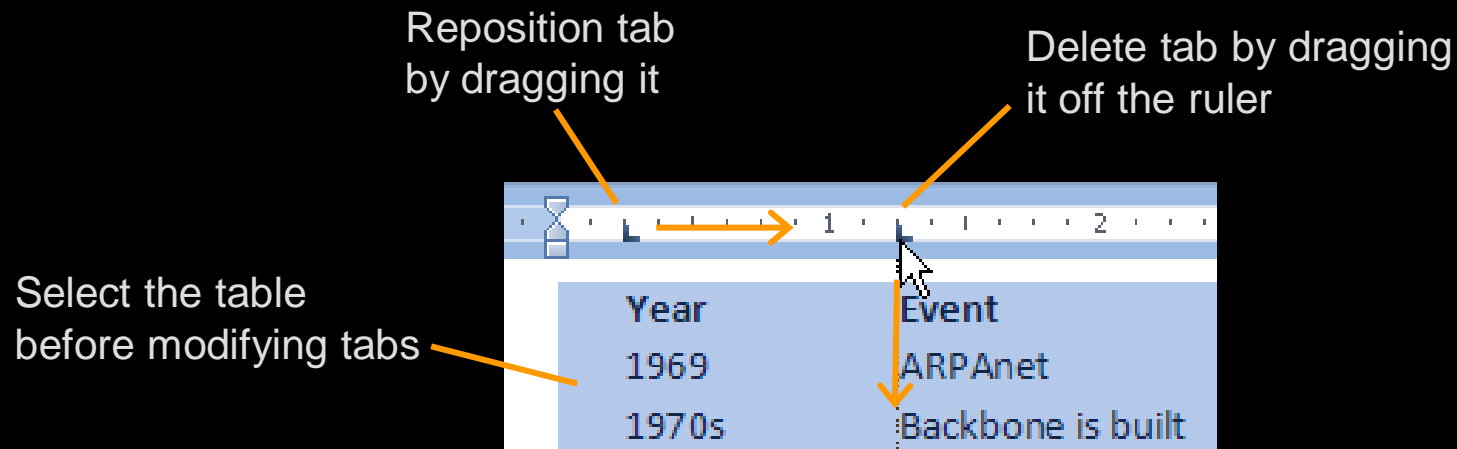


**LABYRINTH**  
LEARNING™

# Setting Tabs with the Ruler

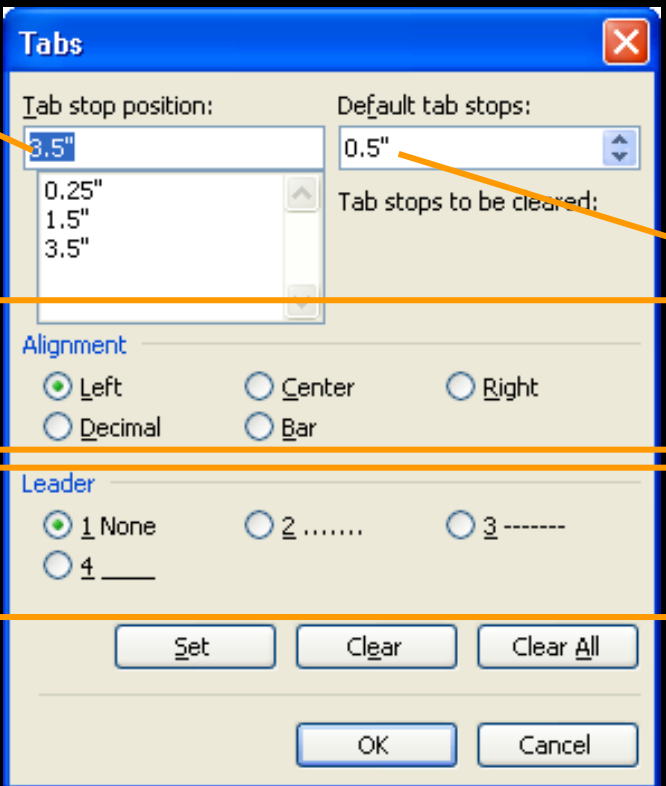


# Modifying Tabs with the Ruler





# Using the Tabs Dialog Box



The image shows a screenshot of the 'Tabs' dialog box in a software application. The dialog box has a title bar with a close button. It contains several sections: 'Tab stop position' with a text input field showing '3.5\"

Type a precise tab position

Specify alignment

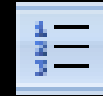
Choose a leader style

Modify default tabs


# Using Bullets and Numbering




- Google
- AllTheWeb
- Yahoo
- Dogpile
- Ask
- Vivisimo



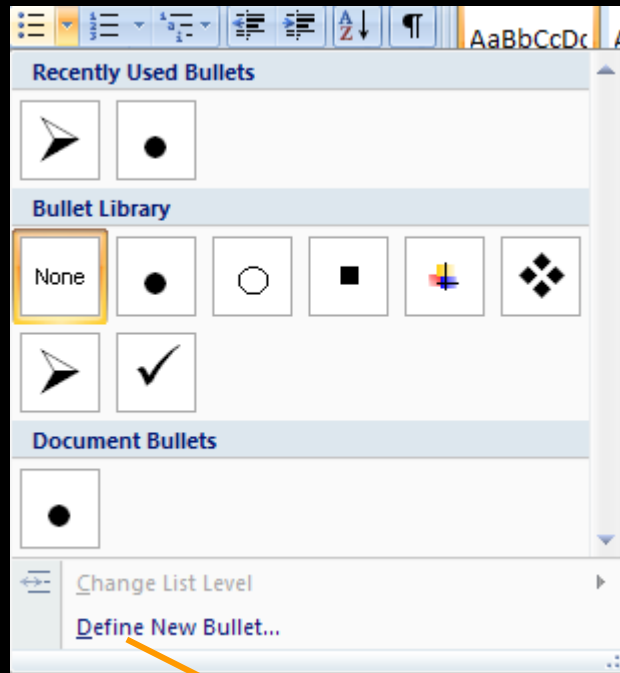
1. Universal Access
2. Semantic Web
3. Trust
4. Interoperability
5. Evolvability
6. Decentralization
7. Cooler Multimedia!

**TIP**  Tap Enter to generate a new bullet or number.  
Tap Enter twice to turn off bullets or numbering.

**TIP**  Tap Shift + Enter to move the cursor to the next line without creating a bullet.

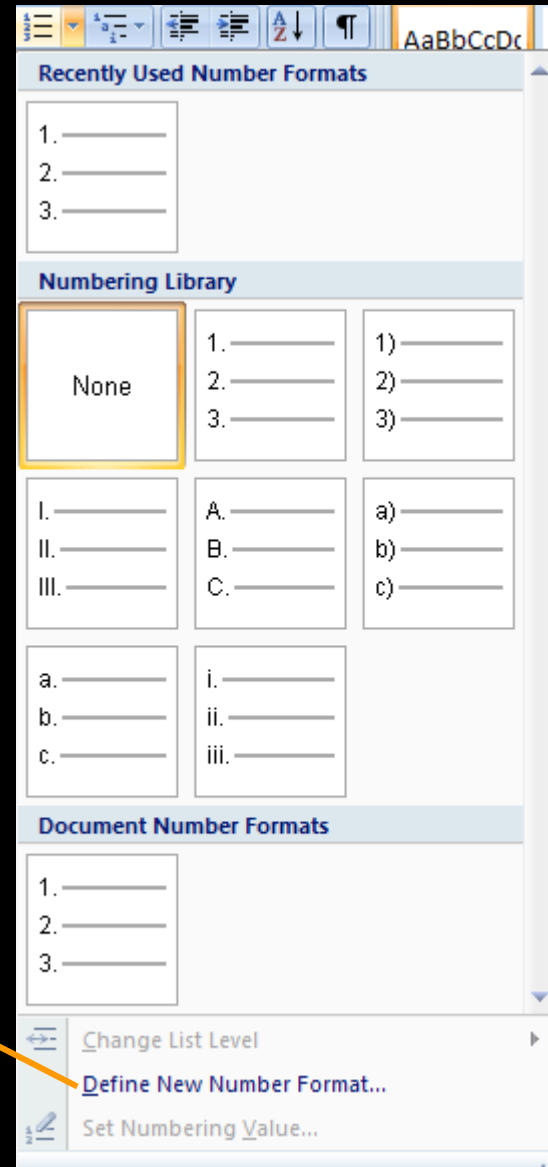
# Using the Bullets and Numbering Libraries

Bullets library



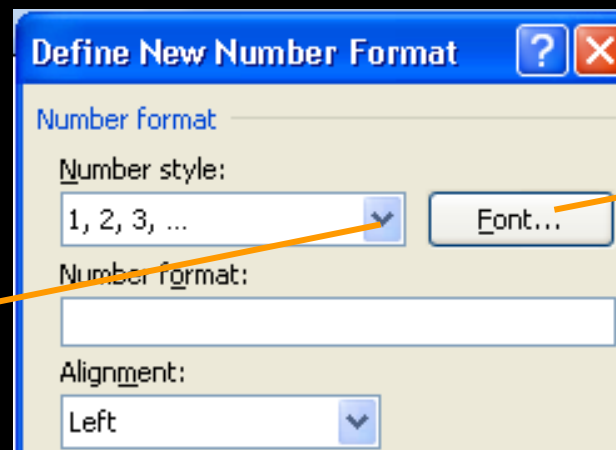
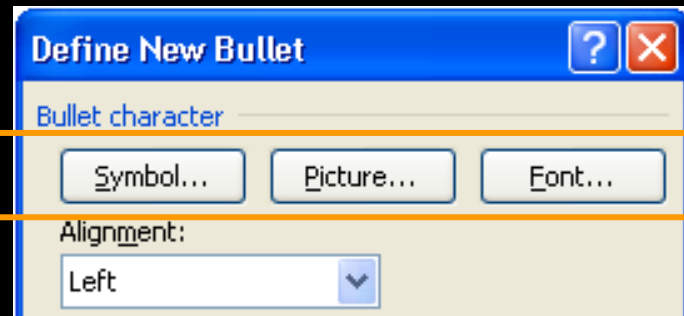
Define a new bullet  
or numbering style

Numbering library



# Customizing Bullet and Number Styles

- Choose from a variety of symbols, pictures, and fonts



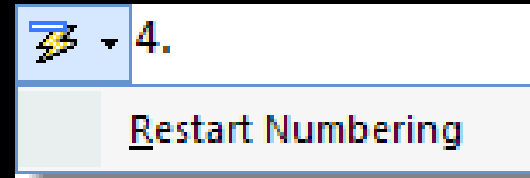
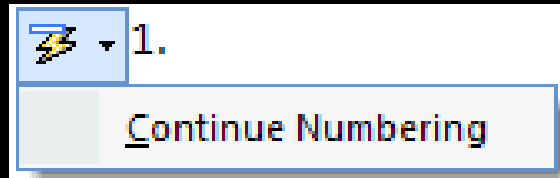
Choose a number style from this list

A variety of fonts for customizing a numbering style



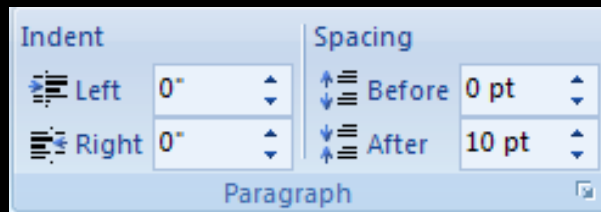
# Restarting or Continuing Numbering

- AutoCorrect smart tag appears when you start additional numbered lists in a document

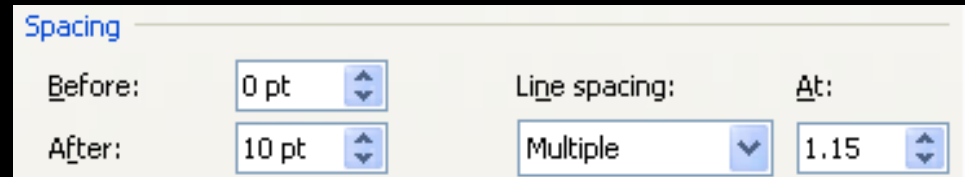


# Using the Paragraph Space Setting

- Pad the space between paragraphs with a precise amount



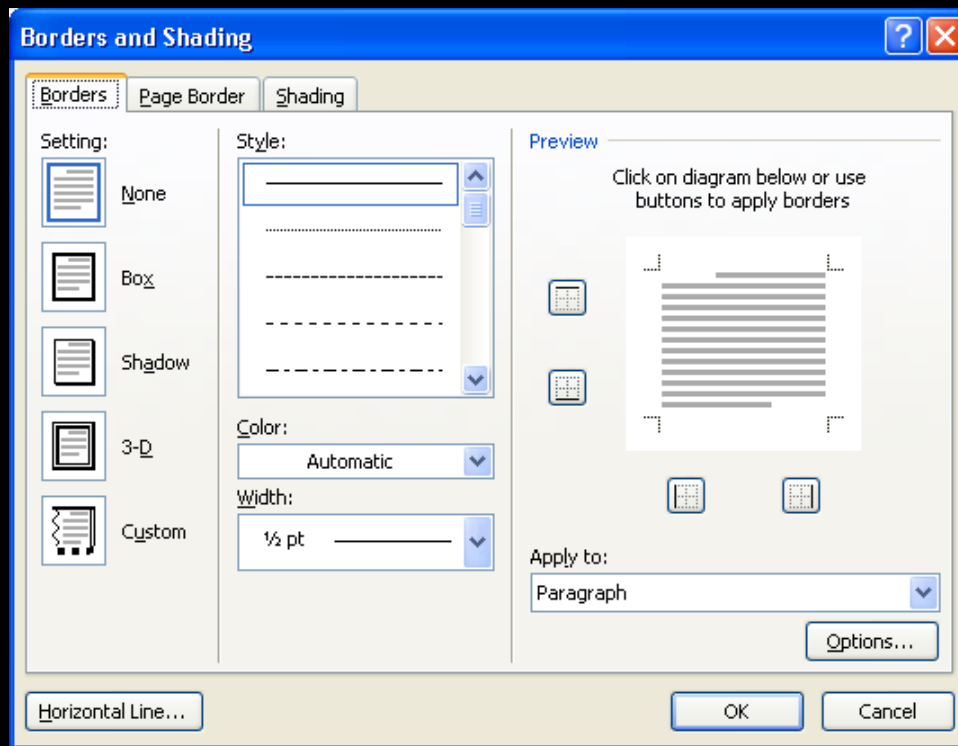
Paragraph spacing controls in the Paragraph group (Page Layout tab of the Ribbon)



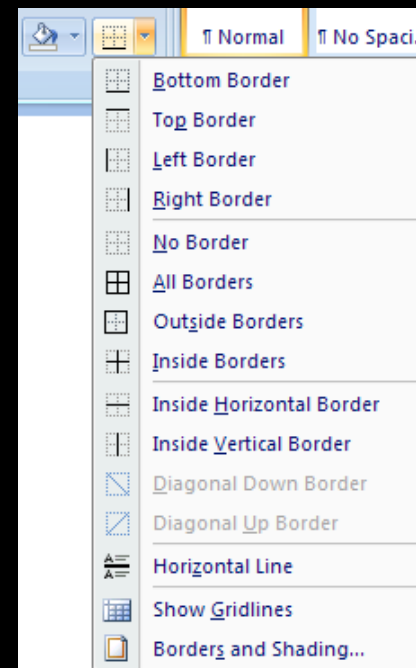
Paragraph spacing controls in the Paragraph dialog box

# Using Borders

- Apply borders to selected text, paragraphs, and pages



Borders options in the Borders and Shading dialog box

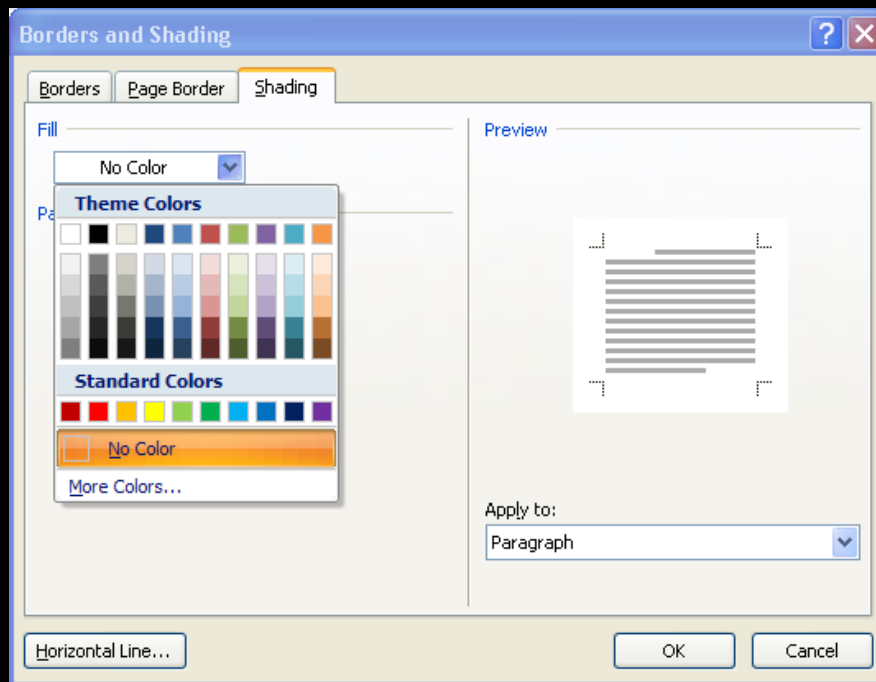


Borders options on the Ribbon

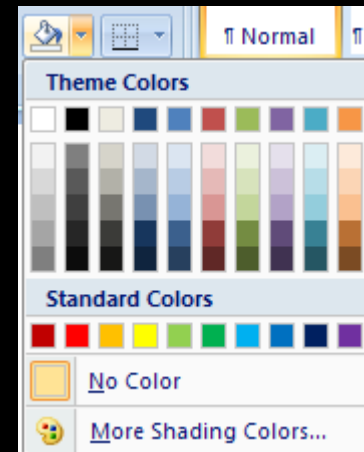


# Using Shading

- Apply shading to selected text, paragraphs, and pages



Shading options in the Borders and Shading dialog box



Shading options on the Ribbon

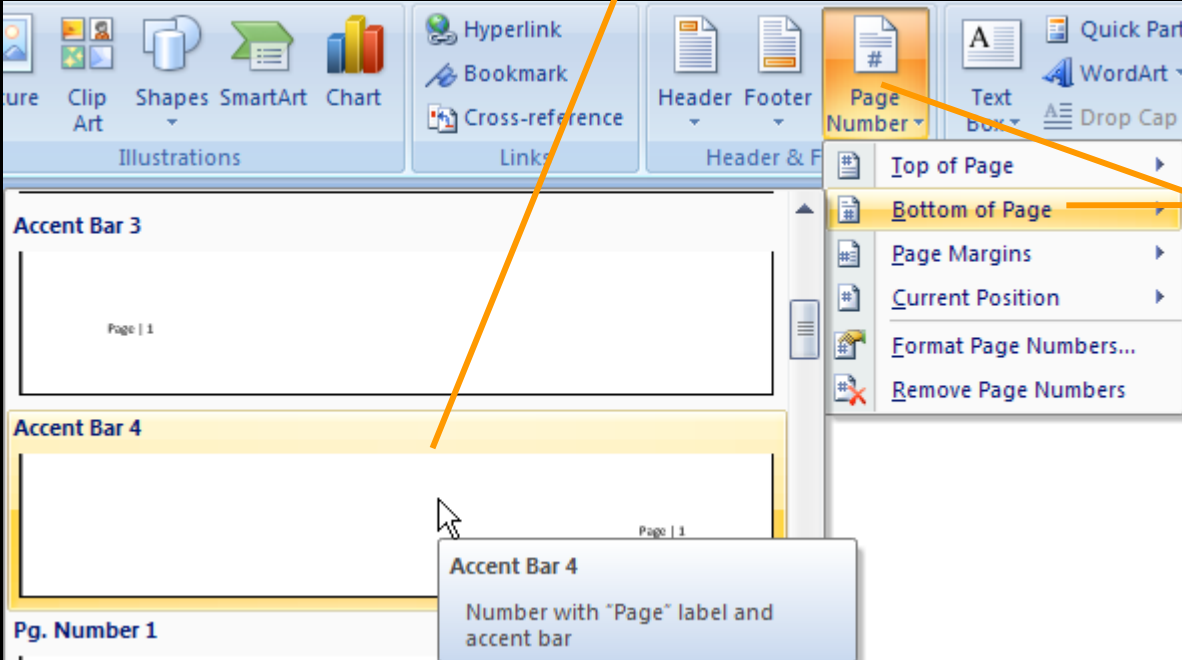


# Setting Page Numbering

- Insert at various positions on the page

Choose a numbering design

Choose a numbering position



The screenshot shows the 'Page Number' task pane in Microsoft Word. The 'Page Number' button is selected in the ribbon. The task pane has two sections: 'Choose a numbering design' and 'Choose a numbering position'. Under 'Choose a numbering design', there are three options: 'Accent Bar 3' (white bar), 'Accent Bar 4' (yellow bar), and 'Pg. Number 1' (blue bar). A tooltip for 'Accent Bar 4' is visible, stating 'Number with "Page" label and accent bar'. Under 'Choose a numbering position', there are five options: 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', and 'Format Page Numbers...'. The 'Bottom of Page' option is selected.



# Microsoft Word 2007: Comprehensive



## Lesson 4: Creating a Simple Report

[Return to the Word 2007 web page](#)



**LABYRINTH**  
LEARNING™