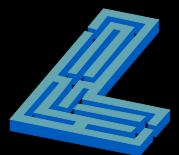# Microsoft Word 2007: Level 1 of 3

Lesson 1: Working with Word Basics
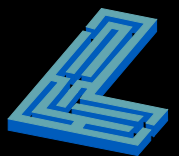
Return to the Word 2007 web page
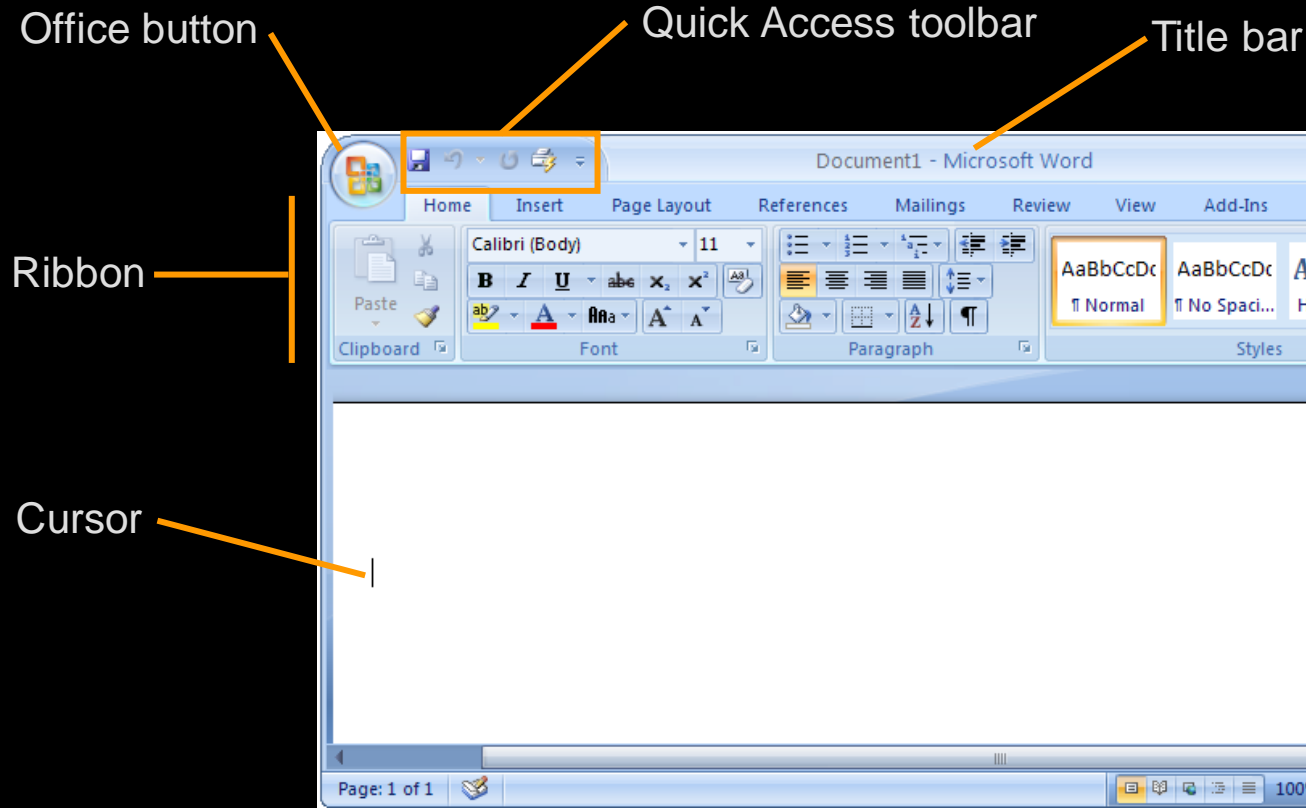
LABYRINTH
L E A R N I N G ™

What Is Word 2007?

- **Document Authoring Program**
  - ▲ Memos, letters, reports
  - ▲ Mail merge
  - ▲ Desktop publishing
  - ▲ Web pages

LABYRINTH
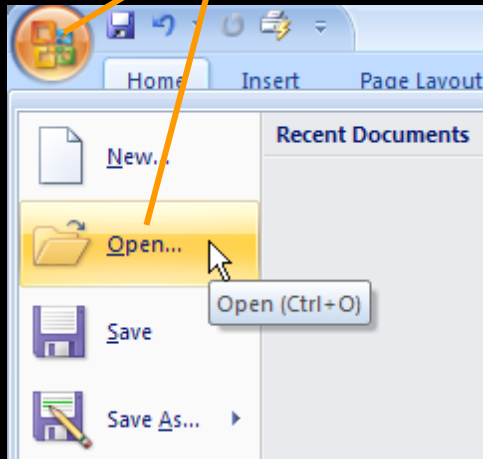**L E A R N I N G** ™

The Word 2007 Window

Office button — Quick Access toolbar — Title bar

Ribbon

Cursor

TIP ⚠ When you type, the characters appear at the cursor.
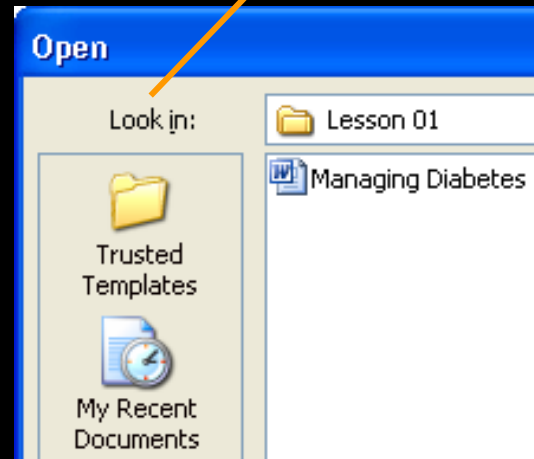
LABYRINTH
L E A R N I N G™

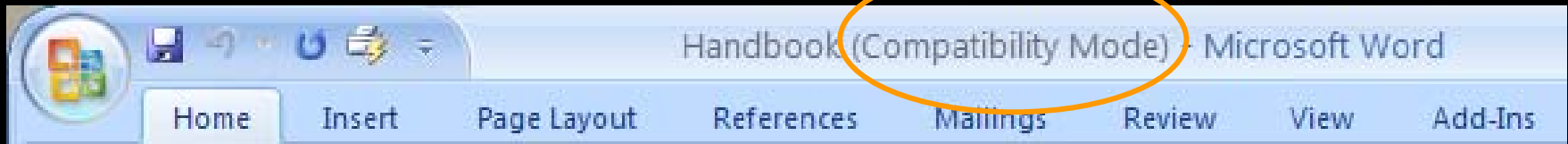# Opening Documents

The Office menu contains
the Open command

Navigate in the Look In field
to locate student exercise files

TIP ⚠ *You can double-click a*
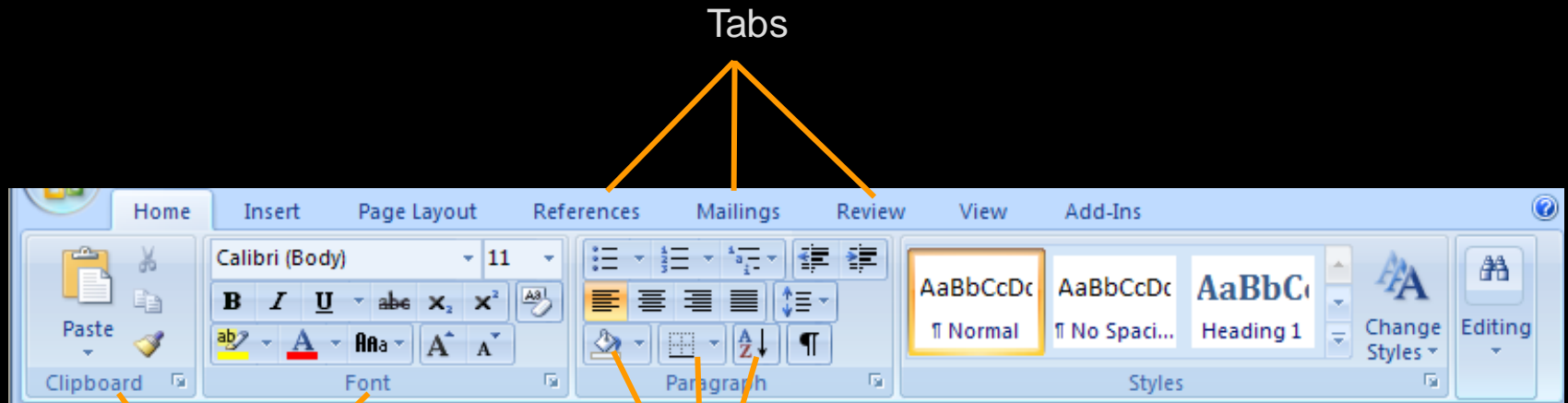*document name icon to open it.*

LABYRINTH
L E A R N I N G ™

Opening Older Word Documents

- **A convert command is available on the Office menu if you want to upgrade a file to Word 2007**

LABYRINTH
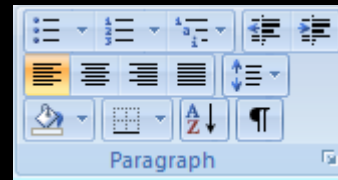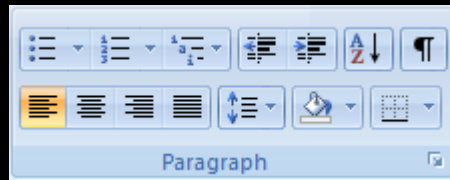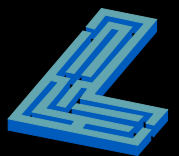L E A R N I N G ™

The Ribbon

Tabs

Groups

Commands

Arrangement of buttons can vary

LABYRINTH
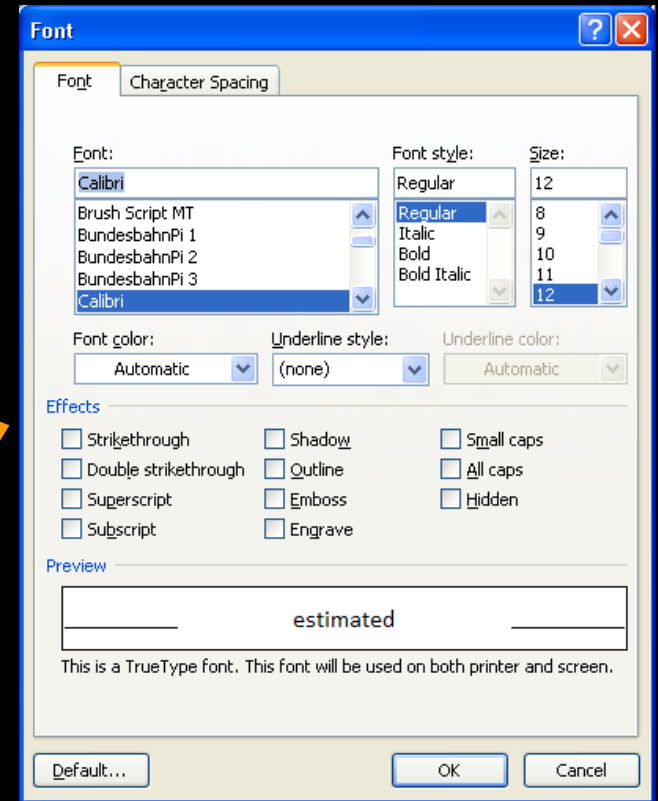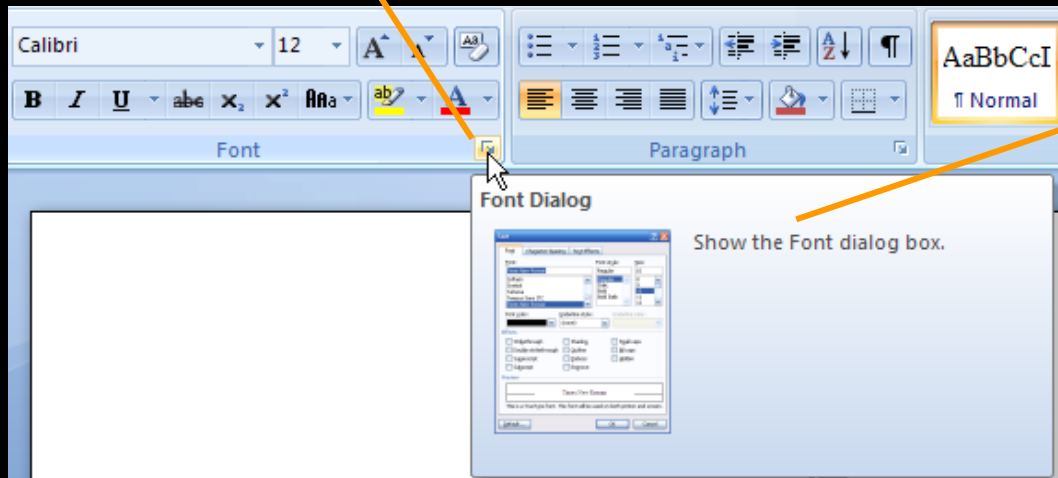L E A R N I N G ™

Contextual Tabs

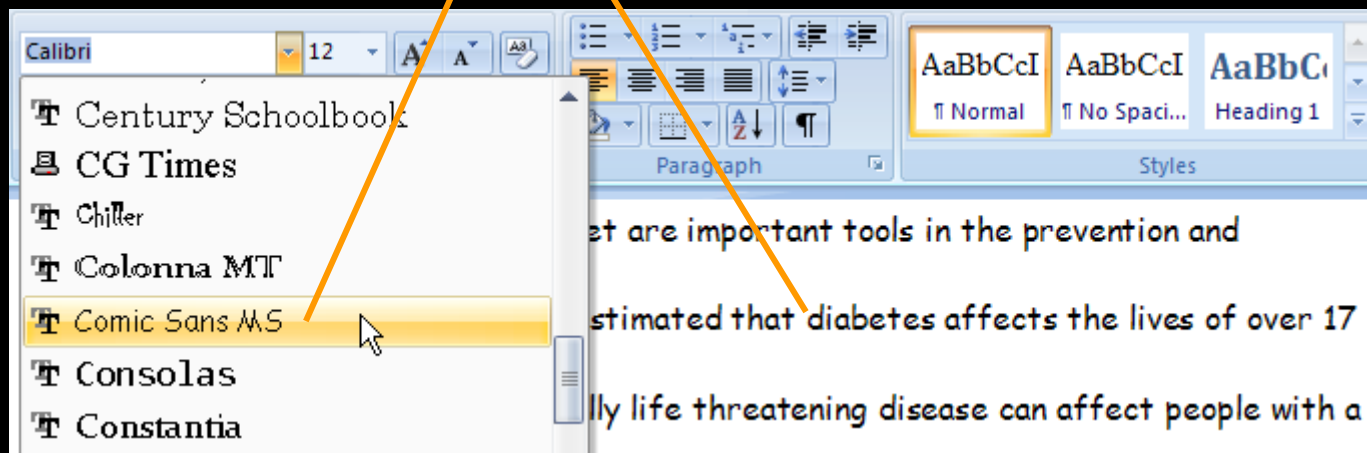Appear in context with the task being performed
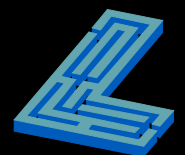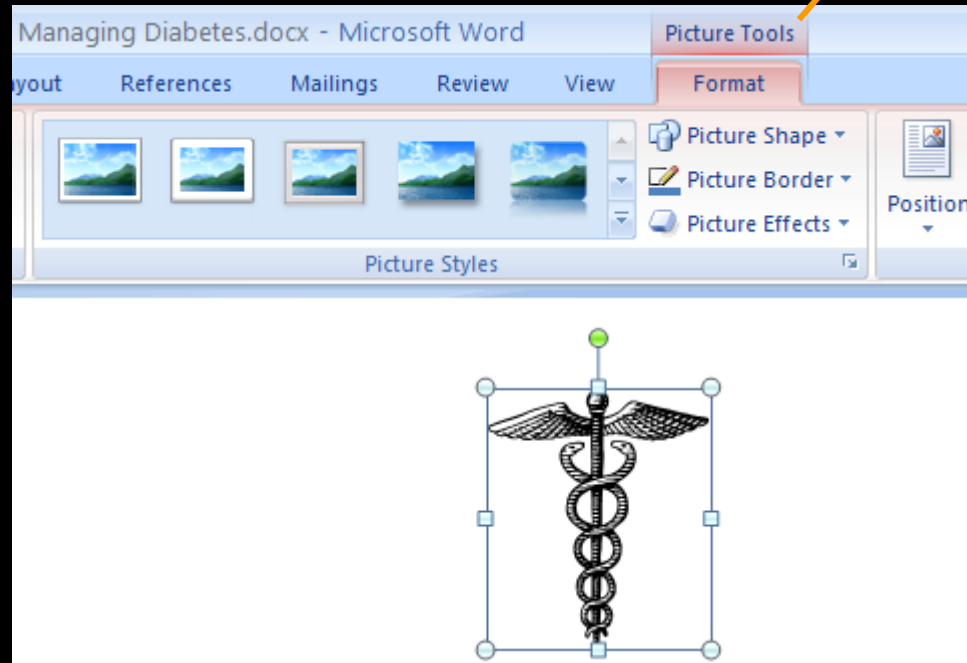
Dialog Box Launcher

Additional commands for the group

Live Preview Galleries
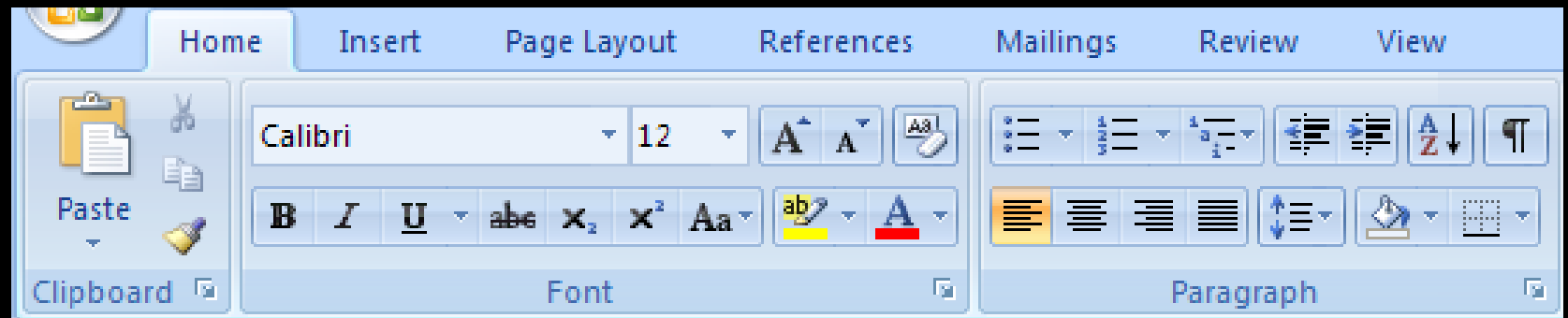

Previewing the Comic Sans MS font

TIP ⚠️ *Select the text, and then preview it.*
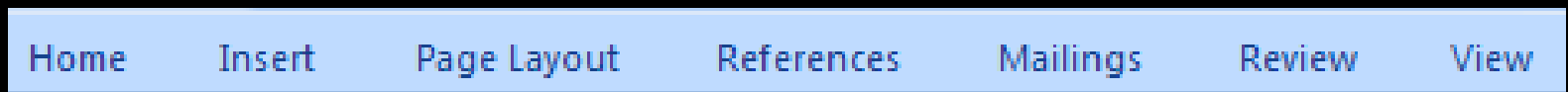
LABYRINTH
L E A R N I N G ™

Hide the Ribbon

- **Create more room on the screen to work**

Expanded view

Collapsed view

LABYRINTH
L E A R N I N G™

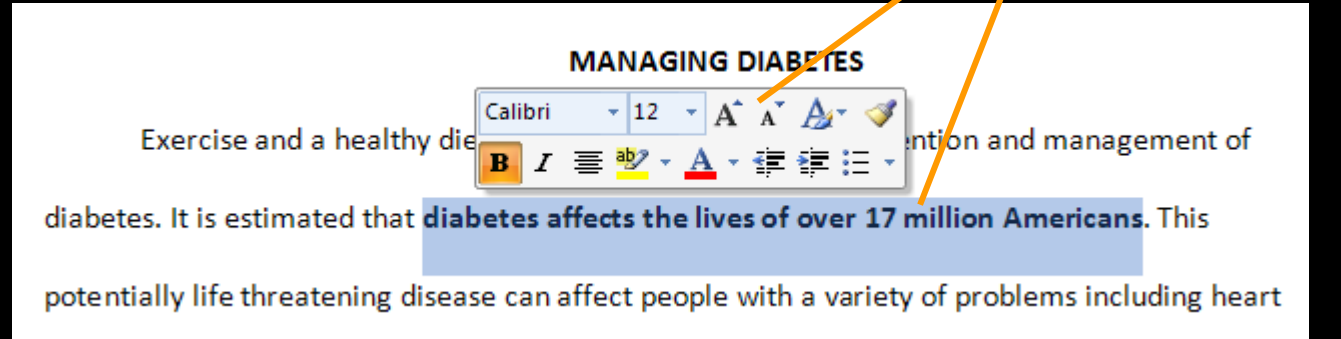# The Quick Access Toolbar

Customize

Move

Add a button

Remove a button

LABYRINTH
L E A R N I N G ™
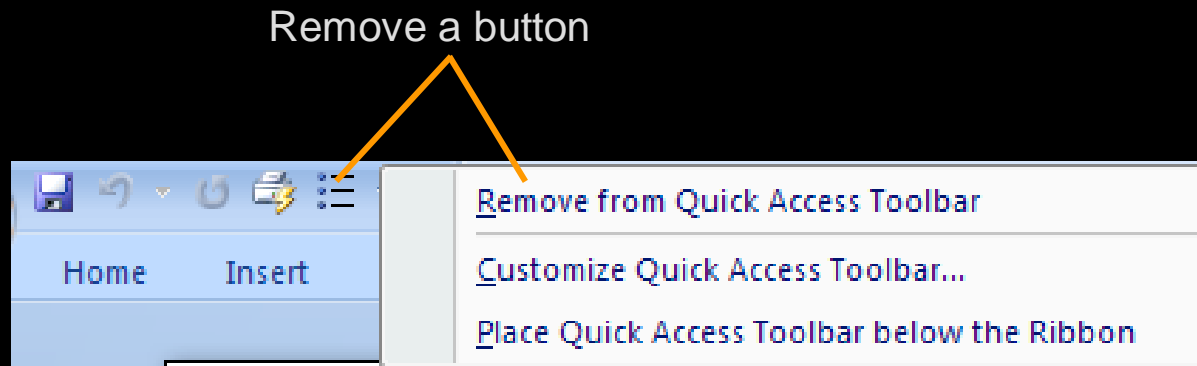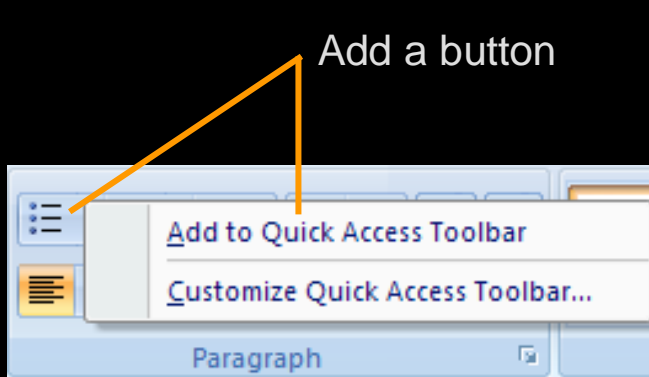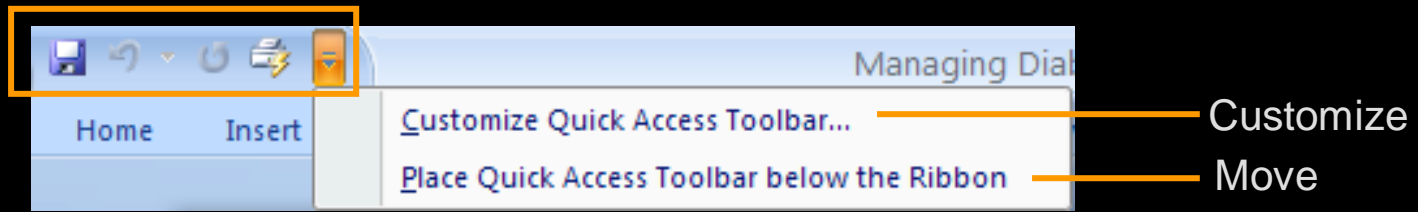
The Mini Toolbar

- **Frequently used formatting commands**

Fades in when you select text

TIP ⚠️ *The Mini toolbar fades away if you ignore it.*

LABYRINTH
L E A R N I N G™

Navigating with the Scroll Bar

Scroll line by line

Scroll bar

Scroll box

Previous page

Next page

LABYRINTH
L E A R N I N G™
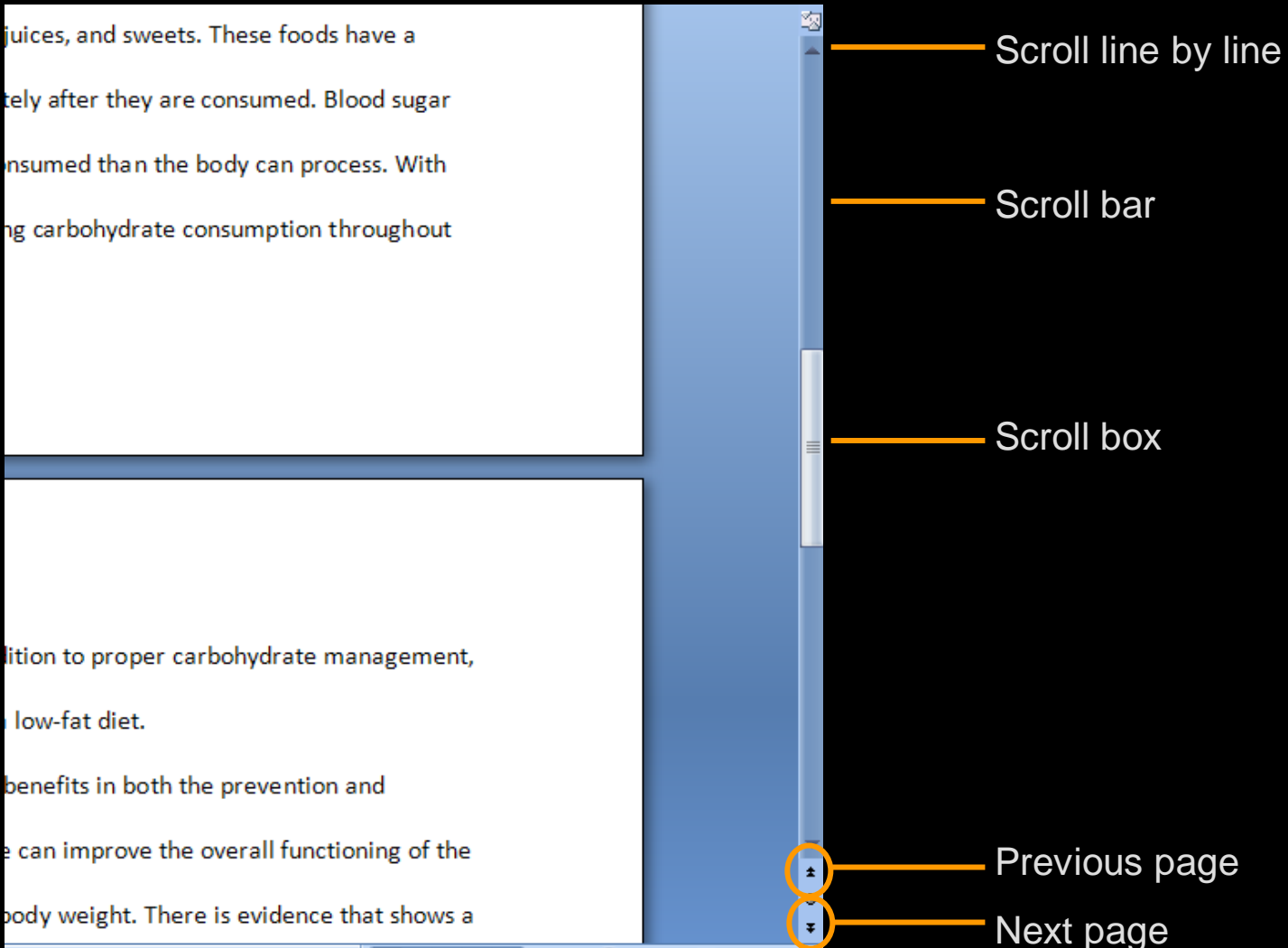
Navigating with the Keyboard

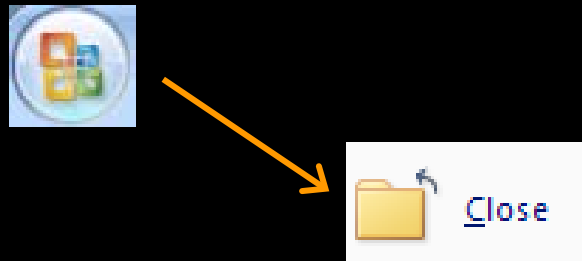- **Ways to navigate:**
  - ▲ One character at a time
  - ▲ One word at a time
  - ▲ Up/down a line
  - ▲ Up/down a screen
  - ▲ Beginning/end of line
  - ▲ Beginning/end of document

LABYRINTH
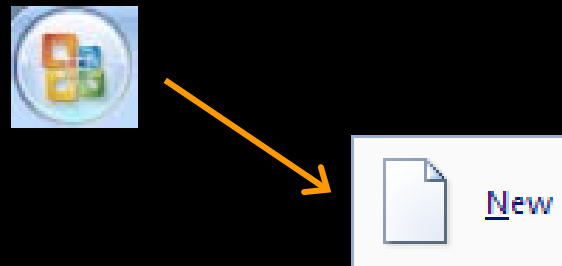L E A R N I N G ™
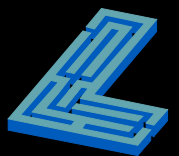
Closing Documents

- **The Office button menu contains the Close command**

TIP ⚠️ *If changes were made since the last Save, Word asks to save before closing.*
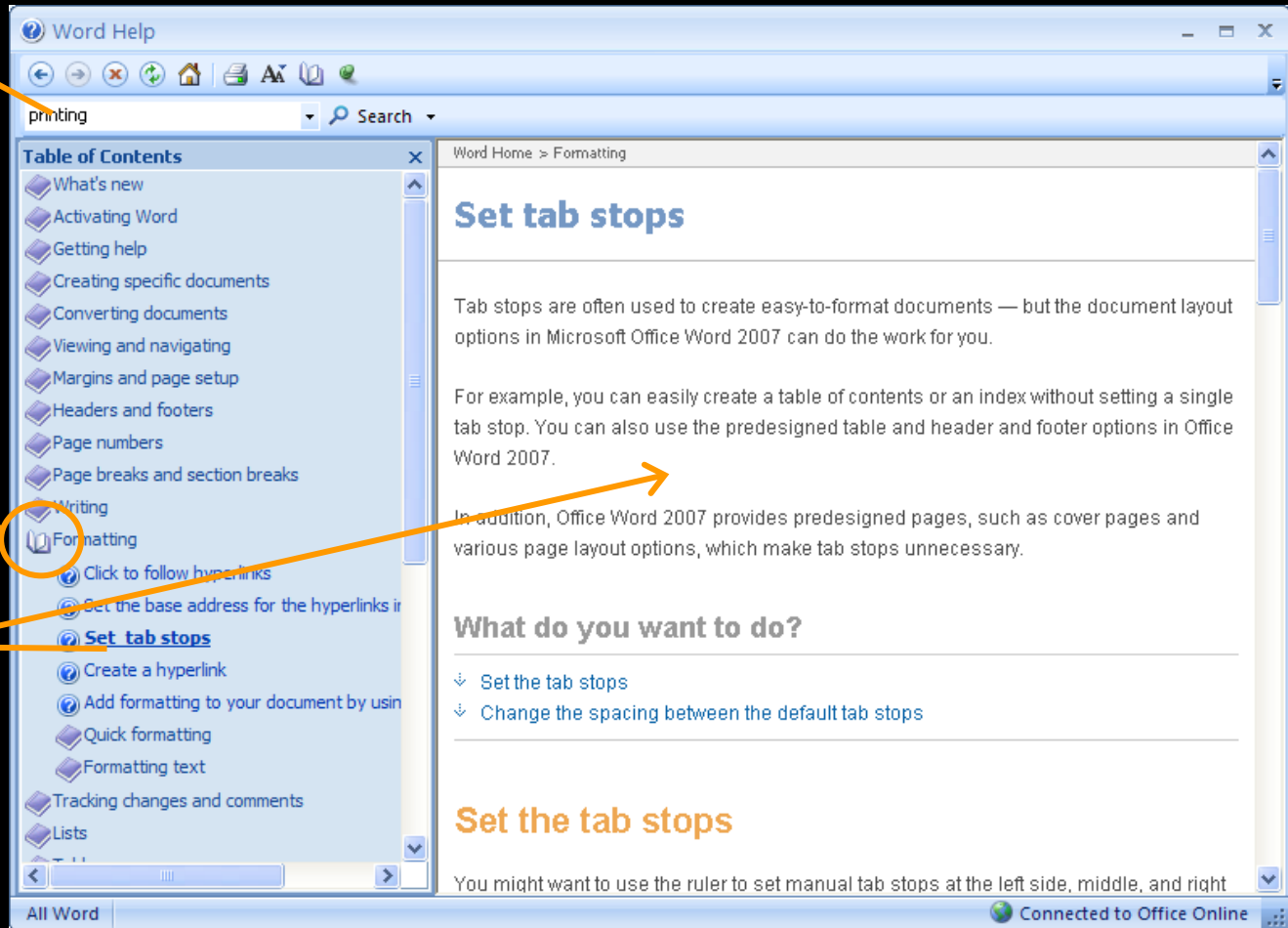
LABYRINTH
L E A R N I N G ™

Starting a New Document

- **The Office button menu contains the New command**

Tap Ctrl + N *on the keyboard to start a new document.*

LABYRINTH
L E A R N I N G ™

Getting Help

Search for topics

Click the book icon to display its topics

Click the topic to display it in the right pane

LABYRINTH
L E A R N I N G™

Exiting From Word

- **The Office button contains the Exit Word command**
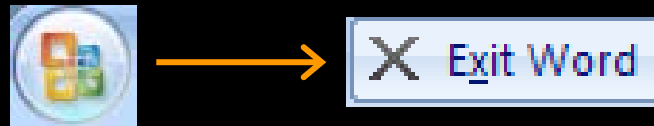
- **Closes the application and all open documents**

TIP ⚠ *Closing Word and other programs you know you won't be using frees up memory for other programs.*

LABYRINTH
L E A R N I N G ™

Microsoft Word 2007: Level 1 of 3

Lesson 1: Working with Word Basics

LABYRINTH
L E A R N I N G ™