Important Reasons You Need to Know the Microsoft Office Suite

Today's businesses prosper and compete best when they're at the cutting edge of technology. Are you? If you don't understand the basics of the business apps that help companies thrive, you can't reach your potential or help businesses reach theirs. The Microsoft Office Suite is used by 80 percent of companies.[1] Its popularity is only one good reason to get to know MS Office, but there are more.

So Many Businesses Use Microsoft Office

Because Microsoft is used by so many businesses, the skills you have working on the software are immediately transferrable to new jobs and companies. It's as if you speak the same language as everyone else! What happens to you—and your career—if you don't?

Microsoft Office Improves Team Communication

You can communicate and collaborate more effectively with the Microsoft tools. Whether you're using Outlook for email, or taking advantage of the co-authoring features in Word and PowerPoint, you're literally on the same page as your co-workers. That ease of communication helps cut down on errors and improve the quality of service you provide to your customers.

Microsoft Office Makes Businesses More Productive

Microsoft helps you operate more efficiently so you can be more productive. For example, Microsoft Excel doesn't just allow you to quickly enter and compute data; it also has advanced analytical tools so you can discover patterns and make sound financial decisions. Laborious tasks once performed only by accounting professionals can now be completed quickly by assistants with the right training.

All Microsoft Office Suite Programs Are User-Friendly

Each of the MS Office components is user-friendly and includes easy-to-access help files built right in. If you get stuck at any time, just go to the help tab and type your question. You can even access online support for tutorials on how to troubleshoot whatever issues arise.

If you want a career in business, you'll want to become a Microsoft Office Suite expert. Not sure how to start? Check out the business career training programs at Charter College. We'll not only teach you all you need to know about modern business software; we'll teach you the hard and soft skills you need to become a business professional.

Microsoft Office 365 helps teachers easily organize their materials, put together interactive lessons, and create individualized learning plans for students. Teachers and students can easily access all the great training and tools that are available at any time.
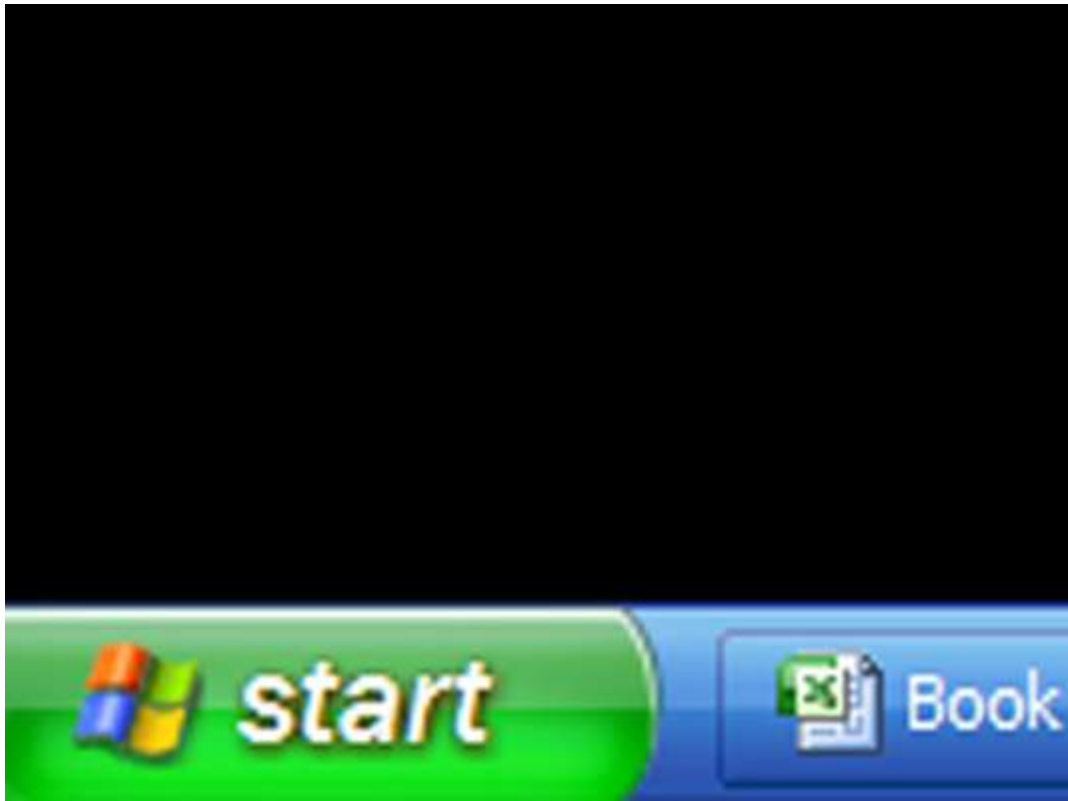
How to Open Word 2007 from the Start Button

1. Click the **Start** button. This displays the **Start** menu.
2. Choose **Word** from the All Programs menu. If you can't find **Word** on the All Programs menu, look for a submenu named **Microsoft** Office or Office 12 or even Office **2007**. **Word** may be lurking on that submenu.
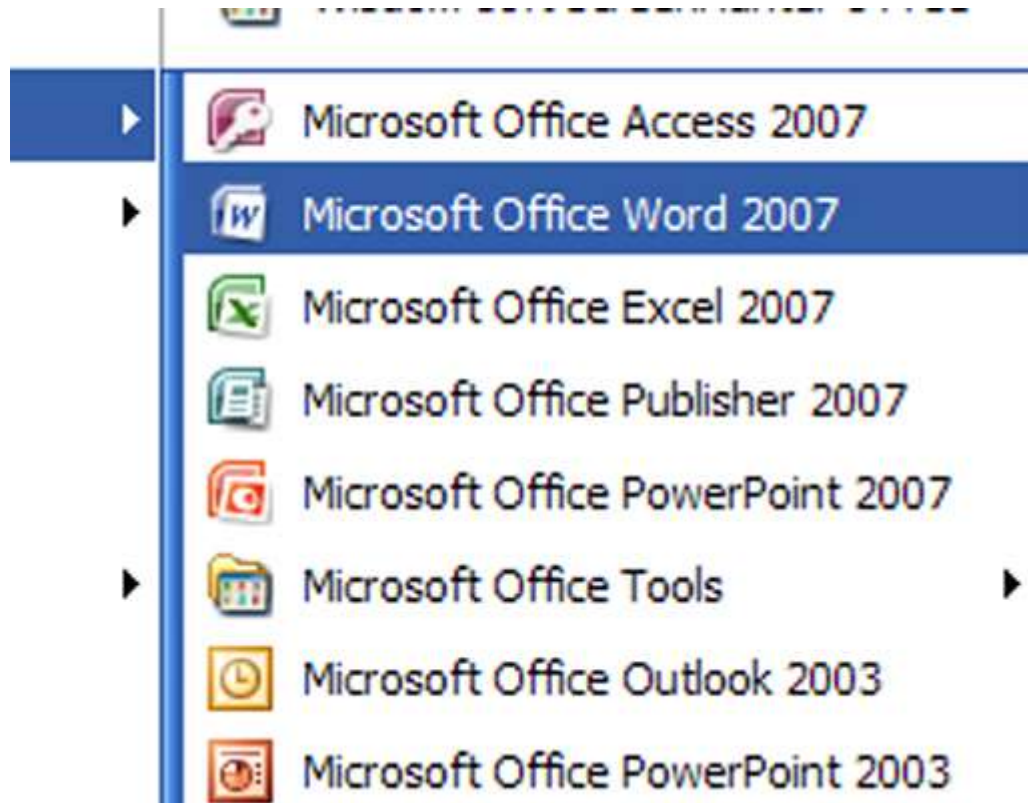
How to Open Word 2007 from the Start Button

Without fail, the place to start Word 2007 is at the fabled Start button. It may not be the coolest way to start Word, but it's consistent and reliable — a good tool to have when you need to create a document.

1. Click the Start button.

This displays the Start menu.

2. Choose Word from the All Programs menu.

If you can't find Word on the All Programs menu, look for a submenu named Microsoft Office or Office 12 or even Office 2007. Word may be lurking on that submenu.

Behold! Word starts! Watch in amazement as your computer whizzes and whirs. Before too long, Word appears on the computer's monitor, trying hard to be friendly and inviting.

How to Use Mail Merge in Word 2007

Word 2007 Mail Merge saves you time when you're sending the same letter to different recipients. You can use an existing mailing list, build a new list, or select from your Outlook Contacts. Your customized letters will be the next best thing to a handwritten note! Watch this video for detailed, step-by-step instructions on how to use **Mail Merge in Word 2007**.

Now that you know how to use the Mailing tab in Microsoft Word to create mailing lists of any length, you might want to explore what else you can create—**labels**, envelopes, or even email messages.

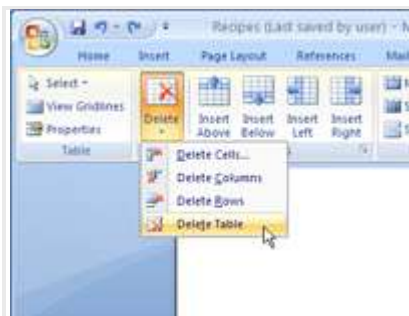# How to Delete a Table in Word 2007

You can completely remove a table from your Word 2007 document. Keep in mind that deleting the table deletes all of its contents as well.

1Click the mouse inside the table.

The Table Tools appear.

2If the Layout tab is not displayed, click to display it.

3Choose Delete—Table.

This command is located in the Rows & Columns group on the Layout tab.

How to Change a Word 2007 Table into Text

You can easily change a Word 2007 table into text. When you do, the Convert Table to Text dialog box allows you to fine-tune the results; for example, you can separate the final text with paragraph marks or tabs.
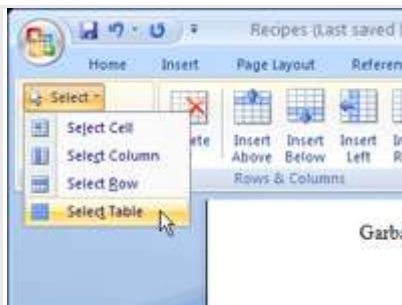

1 **Click the mouse inside the table you want to convert to text.**

2 **Click the Layout tab under Table Tools.**

You're cookin' now.

3 **From the Table group, choose Select→Select Table.**

Your table waits . . . to return to its original text state.

4 **From the Data group, choose Convert to Text.**

The Convert Table to Text dialog box appears.

5 **For shorter text, ensure that Tabs is chosen in the Convert Table to Text dialog box.**

If the table's cells contain longer expanses of text, choose Paragraph Marks. That makes the text look more attractive after the conversion.
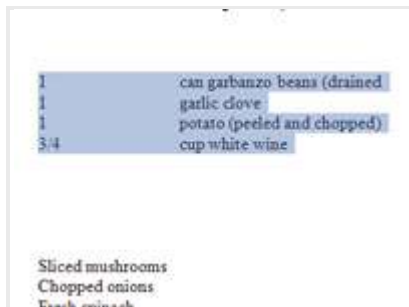
6 **Click OK.**

Bye-bye, table. Hello, text.

How to Apply Quick Styles in Word 2007

When you use Quick Styles in Word 2007, you don't have to bother yourself with any text or paragraph formatting. Simply choose the Quick Style, and the text size, font, attributes, and paragraph formatting are chosen for you automatically.

You can apply a Quick Style to your text before or after you write, although you may find it better to write first and apply style later.

1 **Select the text you want to format.**

If you're an inpatient highlighter, you may grab more — or less — than you want. You know the old saying . . . something about haste and waste?

2 **Click the Home tab to display the Styles group.**

The Quick Styles gallery displays some of the available styles. Use the arrows to scroll through the gallery's styles, or use the More button, located in the lower-right corner of the Quick Styles gallery, to display the menu detailing each option.

Choose a style from the Quick Styles gallery.

As you hover the mouse over each Quick Style, text in your document is updated to reflect the style's appearance — a boon to help you make that difficult choice.

3 **Click the Quick Style you want to apply.**

Word applies the style to your paragraph or selected text.

How to Adjust Paragraph Margins in Word 2007

You can change the left and right margins around paragraphs in your Word 2007 documents. The secret is found in the Page Layout tab's Paragraph group: the Left control sets the indentation for the paragraph's left edge, and the Right control sets the indentation for the paragraph's right edge.
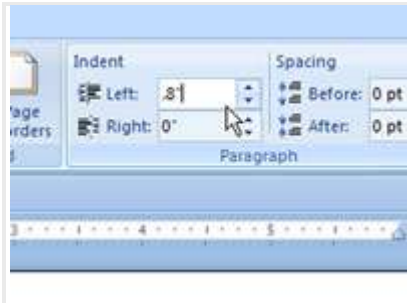
The following example double-indents a paragraph as a block quote, by moving the left and right margins in by 8/10 inch.

1 **Select the text you want to change.**

Put the insertion pointer in the paragraph or just select multiple paragraphs as a block.

2Click the Page Layout tab.

Train your eyes to about the middle of the Word Ribbon.

3Enter an amount for the left indent.

In the Paragraph group, type **.8** in the Left box or use the spinner gizmo to enter .8. (The spinner increments or decrements in 1/10-inch values.) Setting positive values moves the edges inward. Setting negative values moves the edges outward. When the values are set to zero, the paragraph's margins match the page's margins.

4Enter an amount for the right indent.

Enter **.8** in the Right box.

How to Adjust Line Spacing around a Paragraph in Word 2007

You can add space before and after paragraphs in your Word 2007 documents. This is a great way to spread out a list of bullet points or numbered steps without affecting the line spacing within the bullet points or steps.

This isn't the same as double-spacing the text inside the paragraph. In fact, adding space around a paragraph doesn't change the paragraph's line spacing.

1 Select text that you want more space around.

Position the insertion pointer in the paragraph, or mark a block of paragraphs to affect them all.

2 Check the point size of your text.

It's listed on the Home tab, in the Font group.

3 Click the Page Layout tab.

Head over to the Paragraph group, about mid-Ribbon.

4 Add space before or after the paragraph.

Use the spinners in the Before and After boxes in the Paragraph group to adjust the value. As you do this, the paragraph (or paragraphs) grow extra spacing. For example, if your text size is 12 points, click the up arrow by After until the value 12 appears in the box. This adds 12 points, or one blank line, of space after each paragraph you type.

The space you add to the paragraph becomes part of its format, just like line spacing would, although the space afterward appears only *after* the paragraph's text.

How to Add Topics to your Word 2007 Outline View

You can use Outline view in Word 2007 to add topics to your document. The topics are your main ideas. You can also split one topic into two, or join two topics together.

1Type the first topic in your list.

2Press Enter after typing the topic.

This produces a new gray circle, after which you can type your next topic. This is basically using Outline mode as a list processor.

It doesn't matter whether you get the order right at first, because you can rearrange your topics as your ideas solidify.

3Continue adding topics to your list

4Press Enter at the end of each topic.

This creates another topic at the same *level* as the first topic. Keep your main topics short and descriptive, like in a book's table of contents.

5(Optional) Split a topic

Use the Enter key to split a topic. For example, to split the topic Pins and Needles, you would first delete the word *and,* and then, with the insertion pointer placed between the two words, press Enter.

6(Optional) Join two topics

To join two topics, put the insertion pointer at the end of the first topic and press Delete. (This method works just like joining two paragraphs in a regular document.)
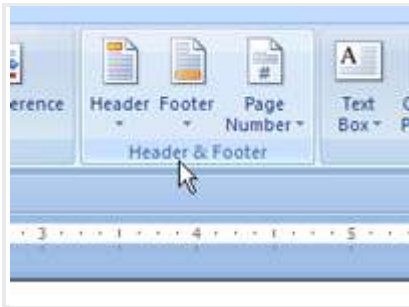
How to Add a Special Page Number in Word 2007

In a Word 2007 document, you can insert page numbers in the form of numbers, letters, or Roman numerals. To further customize how your page numbers look, just follow a few simple steps.
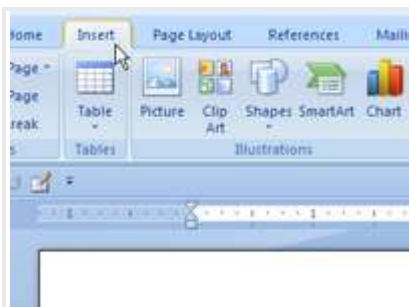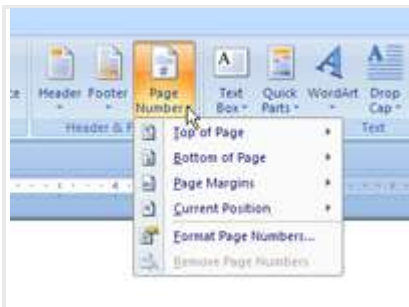

1Click the Insert tab on the Word 2007 Ribbon.

The Insert tab is the second tab from the left, located between the Home and Page Layout tab.
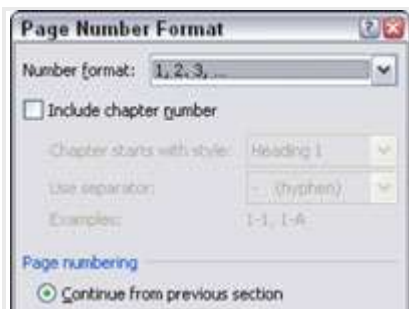

2 Find the Header & Footer area.

The Header & Footer area is the fifth from the left, located between the Links and Text areas.

3 Choose Page Number→Format Page Numbers.

The Page Number Format dialog box appears.

4 Choose the style you want from the Number Format drop-down list.

Choose whatever style you like best and you think works well with your Word document.

How to Insert Special Characters or Symbols in Word 2007

To insert special characters or symbols in Word 2007 that aren't on your keyboard, such as em or en dashes, you choose a symbol or character from either the Symbol menu or the Symbol dialog box.

1In the Symbols group on the Insert tab, click the Symbol button and choose a character or symbol from the drop-down list.

The list shows a selection of popular or recently used characters and symbols, and the one you choose is inserted into your document.

2To insert other symbols, click the Symbol button again and choose More Symbols from the Symbol menu.

The Symbol dialog box opens.

To see the gamut of possible characters in normal text, choose (Normal Text) from the Font drop-down list. Use the Subset drop-down list to see even more symbols. Choose a decorative font, such as Wingdings, from the Font menu to see strange and unusual characters.

3To insert a character in your document from the Symbol dialog box, select the symbol and click the Insert button.

Click the Insert button once for each symbol you want to insert. When you want to insert three paragraph symbols (¶) into a document, for example, you must locate the symbol on the grid and then click the Insert button three times.

**4When you finish using the Symbol dialog box, click the Close button.**

The Cancel button changes to a Close button when you click Insert. You have to click Close to close the dialog box.

How to Make a Hanging Indent in a Word 2007 Paragraph

Word 2007 can hang the indentation of every paragraph you type. A *hanging indent* is an indentation where the first line sticks out to the left and the rest of the paragraph is indented. To have Word hang and indent a paragraph, you need to complete five simple steps.

1Position the insertion pointer in the paragraph you want to hang and indent.

A hanging indent is a good way to present paragraph lists. The hanging indent is really an indent-everything-but-the-first-line-of-the-paragraph type of indentation.
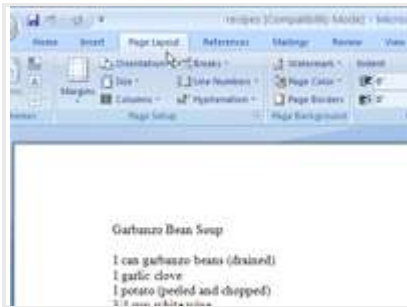
2 **Click the Page Layout tab in the Ribbon.**

You find indenting and paragraph spacing in the Paragraph group.

3 **Open the Paragraph dialog box by clicking the Dialog Box Launcher button in the lower-right corner of the Paragraph group.**

Many of the paragraph-formatting commands require you to enter values, so the finer controls are in the Paragraph dialog box.


4 **In the Indentation area, select the Hanging option from the Special drop-down list.**

The By box automatically reads 0.5″, which means that Word automatically hangs and indents the paragraph a half-inch. Enter another value to make your indent more or less outrageous.

5 **Click OK.**

The selected block of text, or the current paragraph and the remaining paragraphs you type, all have a hanging indent.

# How to Make Odd and Even Headers or Footers in Word 2007
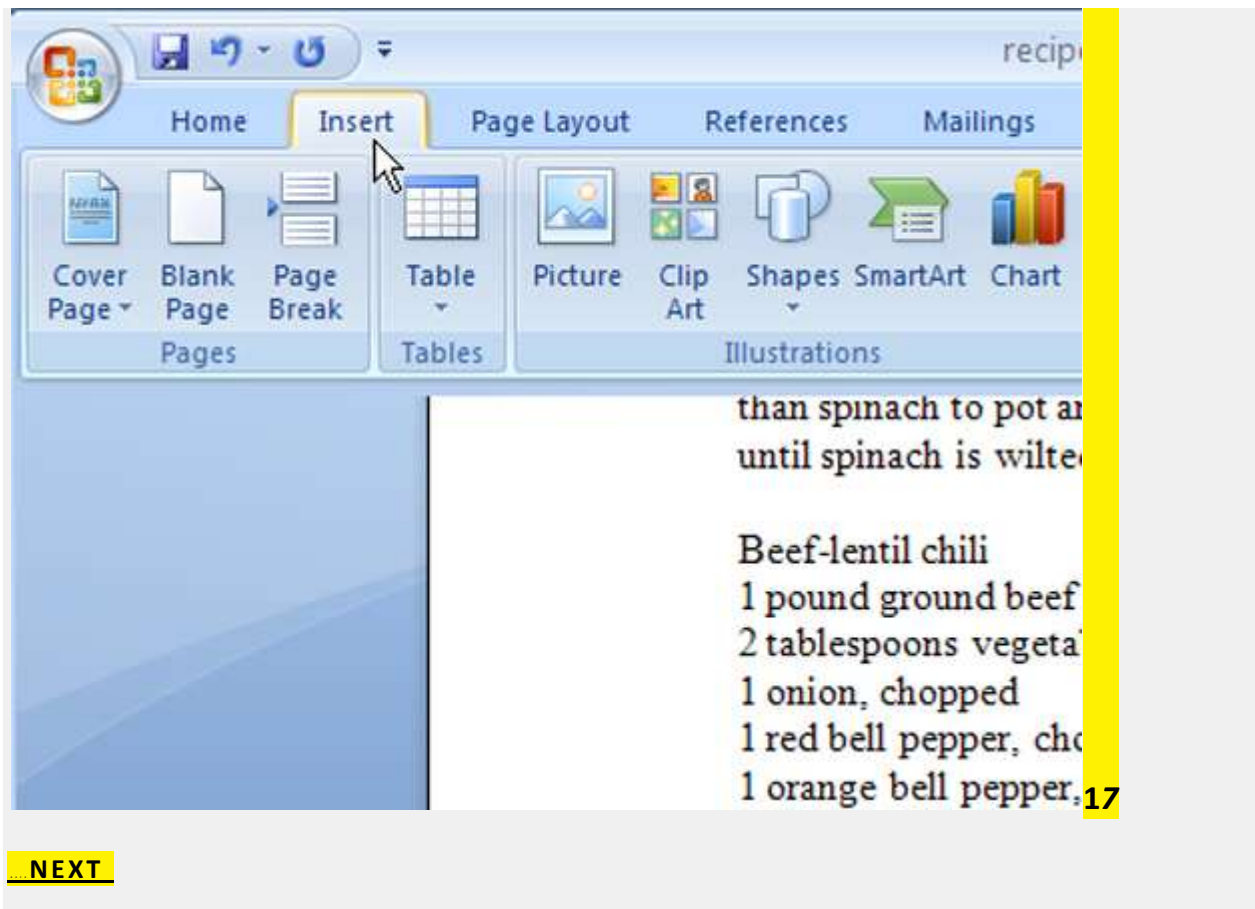
… NEXT

Click the Insert tab on the Word 2007 Ribbon.

The Insert tab is the second tab from the left, located between the Home and Page Layout tabs.

How to Open Documents in Other Formats in Word 2007

In Word 2007, you can open documents that are in different formats. You can specify a file format to narrow down your search, or choose the All Files option and let Word do the work for you.
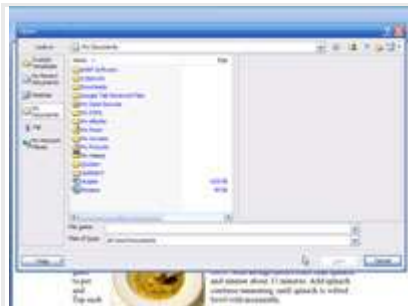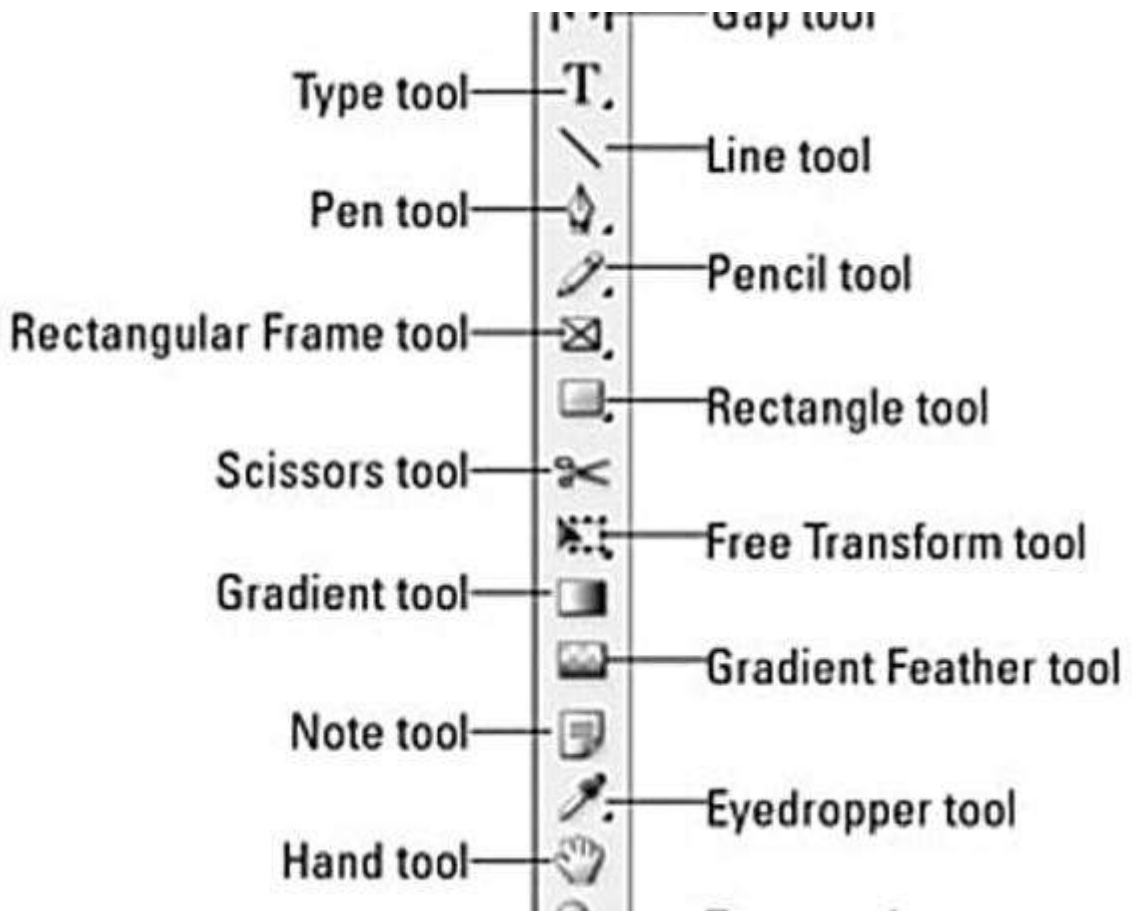

1 Select File—Open.

The Open dialog box appears.

2 From the Files of Type drop-down list, select the file format.

By choosing a specific file format, you make Word narrow the files displayed in the Open dialog box. Only files matching the specific file format are shown. If you don't

know the format, choose All Files from the drop-down list. Word then makes its best guess.

Keep in mind that if you're using Windows Vista, the drop-down list lacks a name; it just says All Word Documents. Click that button to choose a format.

3 Click the document you want to open.

Or, work the controls in the dialog box to find another disk drive or folder that contains the file.

4 Click Open.

Word may display a File Conversion dialog box, allowing you to preview how the document appears. Generally speaking, clicking the OK button in this step is your best bet.

-

Add Fills to InDesign CS5 Shapes

How to Open Word 2007 with the Quick Launch Toolbar

You can start Word 2007 quickly and easily using the Quick Launch Toolbar. Located right next to the Start button on the taskbar, the Quick Launch Toolbar is a row of icons representing programs, which you can start with a single click of the mouse.

1 Locate the Word icon on the All Programs menu.

Don't start Word now! Just point the mouse at the Word icon on the Start button's All Programs menu or wherever else it may be found.

2 Right-click the Microsoft Word menu item.

A pop-up menu appears.

3 Choose Send To→Desktop (Create Shortcut).

Whew! The scary part is over. You haven't changed anything, but you have added a new icon to the desktop.

4 Click the mouse on the desktop.

The desktop is the background you see when you use Windows. Clicking the desktop hides the Start menu.

5Locate the Microsoft Word shortcut icon.

That's your shortcut to Word.

Word shortcut icon on the desktop

Drag the Word icon here.

6Place the Word icon on the Quick Launch Toolbar.

From the desktop, use the mouse to drag the Word icon to the Quick Launch Toolbar, and then release the mouse button to "drop" the icon.

7Start Word from the Quick Launch Toolbar.

Just point the mouse at the Word icon and click, and Word is summoned to the screen.
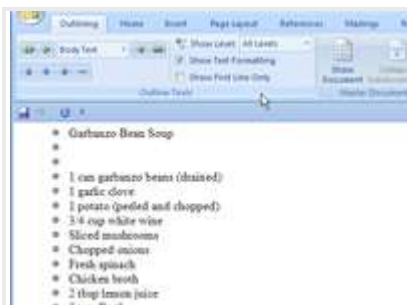
How to Preview before Printing in Word 2007
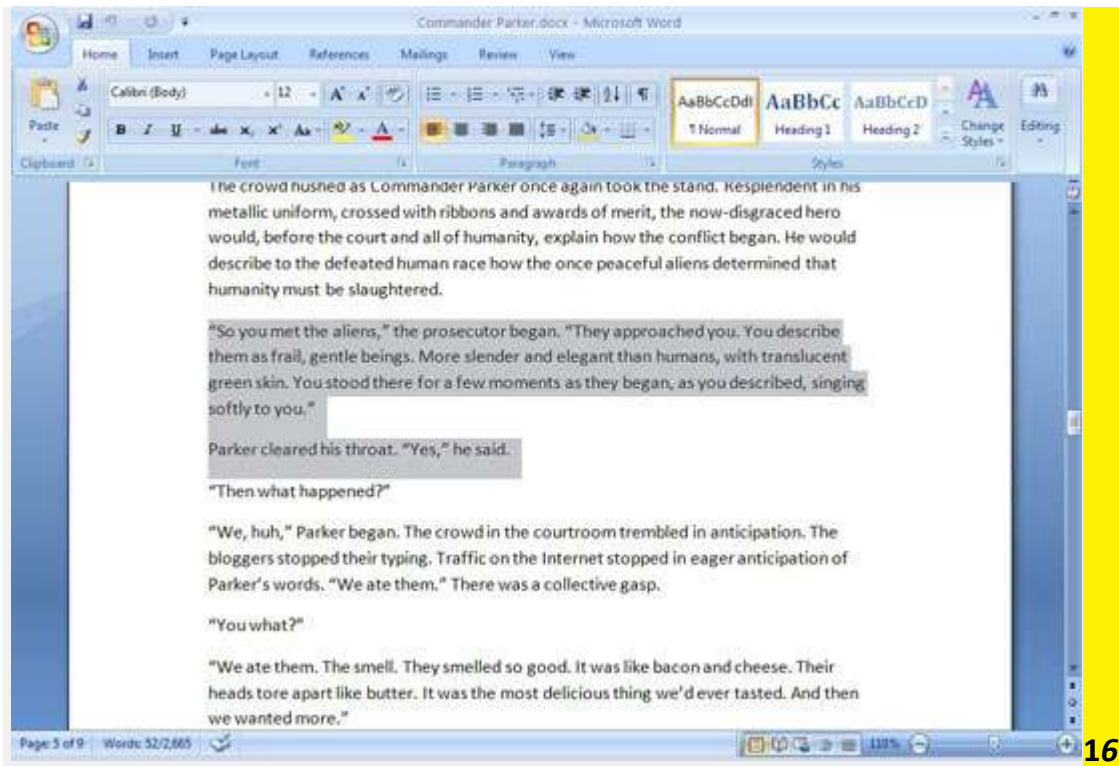
Click the Office button.

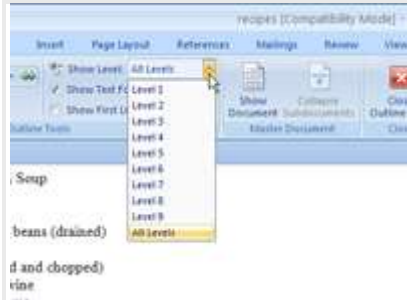It's in the upper-left corner of the Word 2007 screen.

How to Print an Outline in Word 2007

Printing your outline works just like printing any other document in Word 2007. But because it's an outline, there's one difference: Only those topics visible in your outline are printed.

1With your document open, display the Outlining tab.

On the View menu, click the Outline button.

2Choose the number of levels you want to print from the Show Level drop-down list.

For example, if you want to print only the first two levels of your outline, choose Level 2 from the Show Level drop-down list. To print the entire outline, choose All Levels. Whatever option you choose determines what is printed.

3Print the outline.

Select Print from the Office button menu. The outline isn't printed with any indents, although it's printed using the heading styles of each topic level.

How to Print a Range of Pages in Word 2007

You can print a specifically selected range or group of pages in Word 2007, which is handy if you don't need to print the entire document.

1 **Click the Office Button in the upper-left corner of Word 2007 and choose the Print command from the Office Button menu that opens.**

The Print dialog box opens.

2 **Select the Pages option in the Page Range section of the Print dialog box.**

Look for the last of the three vertical radio buttons on the left side of the dialog box.

3 **Type the page numbers or a range of page numbers and click OK.**

To print pages 2 and 6, for example, type **2,6**.

To print pages 3 through 5, type **3–5**.

To print pages 1 through 7, type **1–7**.

After you click OK, the pages you specify, and only those pages, are printed.

How to Print a Word 2007 Document Quickly

In Word 2007, you can quickly print a document and avoid the Print dialog box, which not only saves time, but also spares you an array of options that don't interest you in the least.

1Click the Office Button.

The Office Button lurks in the upper-left corner of the Word 2007 screen.
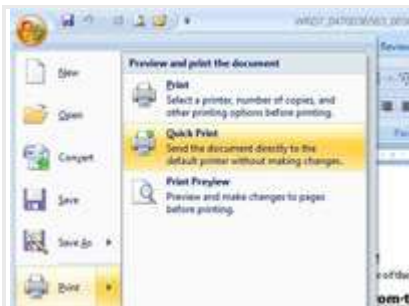
2Choose Print→Quick Print from the Office Button menu.

You see no visual feedback, and you have no chance to change settings. The entire document prints immediately.*

How to View a Word 2007 Document in Two Windows

It's possible to show one document in two windows. This Word 2007 feature is useful for cutting and pasting text or graphics between sections of the same document, especially when you have a very long document. It's also easier to have two windows into the same document than to hop back and forth and potentially lose your place.
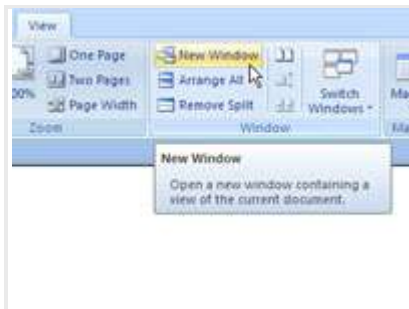
1 Click the View tab to get to the New Window button.

2 Click the New Window button.

This doesn't create a new document; instead, it opens a second view into the current document. You can confirm this by noting that both windows have the same document name in their titles — the first window suffixed with :1 and the second with :2.

The changes you make in one window are updated in the second. Consider this trick like watching the same television show, but with two different cameras and TV sets.

3Close a window when you're done with it.

You can close either window :1 or :2; it doesn't matter. Closing the second window merely removes that view. The document is still open and available for editing in the other window.

How to Use the Go To Command in Word 2007

Use the Go To command in Word 2007 to send the insertion pointer to a specific page or line or to the location of a number of interesting things that Word can potentially insert in your document.

1Press the Ctrl+G key combination.

You see the Go To tab portion of the Find and Replace dialog box.

You can also double-click the page number on the status bar to open the Find and Replace dialog box.

2 **On the left side of the dialog box, in the scrolling list, choose an element to go to.**

Choose to go to a page, for example.

3 **Type the relevant information in the box on the right side of the dialog box.**

If you chose to go to a page, for example, you type the page number in the box.

4 **Click the Go To button to go to that location.**

Word 2007 takes you wherever you want to go in your document.

How to Use the Center Tab Stop in Word 2007

The Center Tab Stop feature in Word 2007 enables you to center text in a line without having to center the entire line. Unlike centering a paragraph, only text placed at the center tab stop is centered. This is ideal for centering something in a header or footer, which is about the only time you use this type of tab stop.

In this example, the text on the left is at the start of the paragraph, which is left justified. But the text typed after the tab is centered on the line.

Start a new paragraph, one containing text that you want to center.

Center tabs are found in one-line paragraphs.
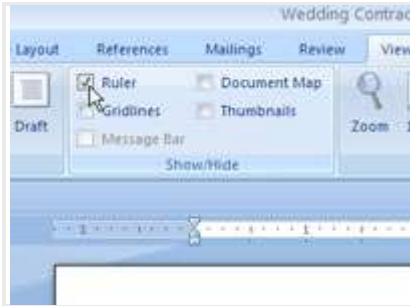
Summon the Ruler, if necessary.

Click the View Ruler button to display the Ruler if it's hidden.

Set a center tab.

Click the Tab gizmo until a center tab appears.

Click the mouse on the light gray part of the Ruler to set the tab.

Optionally, type some text to start the line.

The text you type should be short; it appears only at the start of the line.

Press the Tab key.

The insertion pointer hops over to the center tab stop.

Type the text to center.

As you type, the text is centered on the line. Don't type too much; remember that the center tab is a single-line thing.

Press Enter to end the line of text.

Admire your creation!

How to Use the Basic Find Feature in Word 2007

Word 2007 offers a basic Find feature that you can use to locate text in your document. Locating text is a snap, whether it's a protracted diatribe or the tiniest monosyllabic utterance. Either way, the Find command stands ready to tackle the task.

Finding text is the domain of the Editing group, found on the far right end of the Home tab on Word's Ribbon interface. The Editing group may appear in its full glory, or it may simply appear as an Editing button. When it's a button, you must click that button first to see the palette of commands.
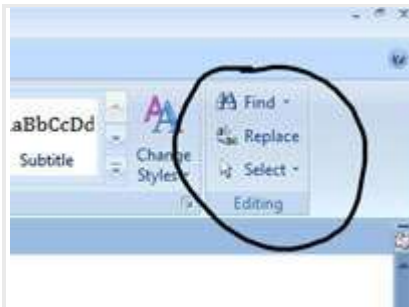
On the Home tab, click the Find button in the Editing group.

Sometimes you may have to click the Editing button to get to the Find button. If all else fails, use the keyboard shortcut: Ctrl+F.

Type the text you want to find into the Find What box.

Be exact. For example, if you want to find yourself, type **yourself** — no period or spaces or quotes. Type only the text you're looking for.

Click the Find Next button to start the search.

Word searches for the text you typed, starting from the insertion pointer's location to the end of the document. If any text is found, it's highlighted (or *selected*) onscreen, and the insertion pointer moves to that location in your document. If the text isn't found, you may be asked to search "at the beginning," which means the beginning of the document. Click the Yes button to do so.

When you're done, click the Cancel button.

The Find and Replace dialog box goes away.

How to Split the Screen in Word 2007

Splitting the screen enables you to view two parts of your Word 2007 document in the same window. The top half of the window shows one part of the document, and the bottom half another. Each half of the screen scrolls individually, and so you can peruse different parts of the same document without switching windows.

Click the View tab.

Click the Split button.

A gray bar slashes the document window from left to right. That's where the window splits, eventually.

Use the mouse to move the gray bar up or down.

Click the mouse to split the window.

The split falls into place. Both document views, above or below the split, can be scrolled individually. To edit in one half or the other, click the mouse.

**To remove the split, double-click it with the mouse.**

Poof! It's gone.

(Optional) Double click on the small bar button above the Show/Hide Ruler button to instantly split the window.

Double-clicking that bar, or dragging it downward with the mouse, is the fastest way to split a window.

How to Update Older Word Documents in Word 2007

Word 2007 easily updates documents created by older versions of Word. This ensures that certain features available to Word 2007 documents, such as Quick Styles and themes, become available to these files.
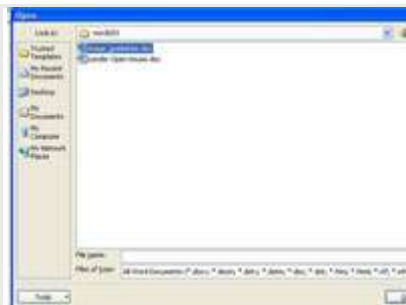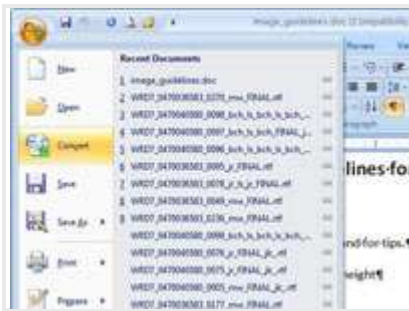
Locate an older Word document.

You can do this using the Open dialog box. Word is smart and displays older Word documents with special icons representing their versions.

Choose the older Word document.

Take your pick among *all* those files . . . whew!

Click Open.

The Word document opens and is displayed on the screen. And now, the secret.

From the Office button, choose Convert.

The Convert command appears only when you open an older Word document, one that can be converted into the Word 2007 document format. A boring dialog box appears.
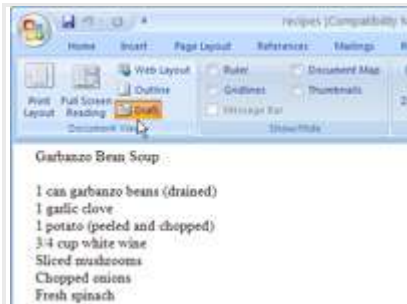

Click OK.

The document is updated — but you're not done yet.

Save the document.

Now you're done.

How to Delete a Section Break in Word 2007

In Word 2007, you can use the Delete key to delete a section break. The following steps show how to delete a section break with the Delete key.

On the View tab, select Draft in the Document Views group.

This method works best in Draft view with the Show/Hide command working to display the section breaks. To access the Show/Hide command, press Ctrl+Shift+8.

Position the insertion pointer just before the section break.

Don't click the mouse. Simply position the insertion pointer.

Press the Delete key on the keyboard.

Deleting a section removes any formatting, including headers and footers that were unique to that section. If you accidentally delete a section break, you lose any special formatting applied to that section; press Ctrl+Z to undo the deletion.

How to Show Nonprinting Characters in Word 2007

Seeing nonprinting characters in Word 2007 documents can be a great help when formatting text; creating tables; and editing documents, newsletters, and brochures. Nonprinting characters include spaces, tabs, paragraph marks (hard returns), soft returns, nonbreaking spaces, and field codes.
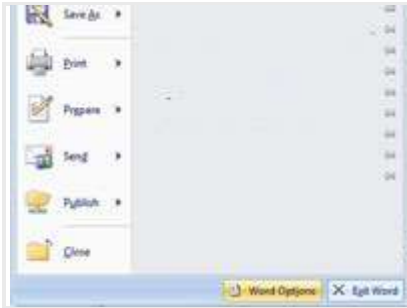
You can show all nonprinting characters all the time or some of the time, or toggle off and on the ones you want to see (or ignore).

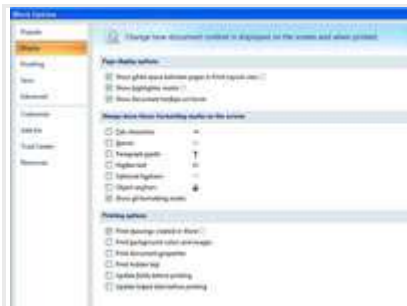Start by setting nonprinting characters to display all the time.
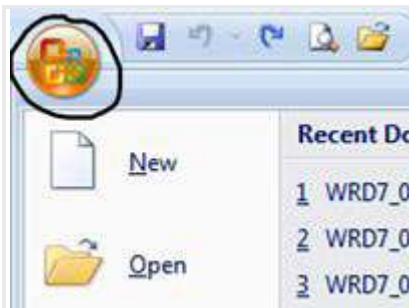
Click the Office button.

Look in the upper-right corner.

From the Office menu, click the Word Options button.

Look in the bottom-right corner.

Click the Display button.

Find Display in the left panel of Word Options.

In the Display window, look for the Always Show These Formatting Marks on the Screen section.

Put a check mark in the Show All Formatting Marks check box. Then click OK to exit Word Options.

How to Start a New Document in Word 2007

Starting a new document in Word 2007 is easy. If you're just starting Word 2007 and want to open a blank document, you can follow three simple steps.
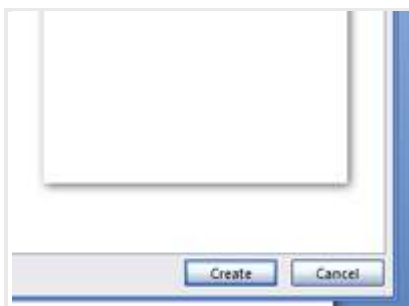

Choose Office Button→New.

The New Document window appears.

Select Blank Document in the Blank and Recent area.

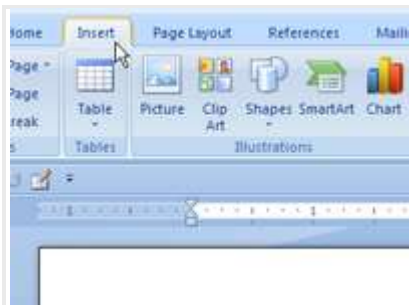You can find the Blank Document option next to the New Blog Post option.

Click the Create button.

The blank document appears, ready for typing.

How to Format a Page Number in Word 2007

In Word 2007, you can format your document to begin numbering your pages at whatever page you choose. To format your page numbering, use the Page Number Format dialog box.
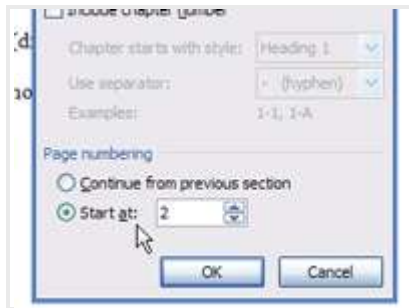

Click the Insert tab on the Ribbon.

The Insert tab is the second tab from the left and is located between the Home and Page Layout tabs.
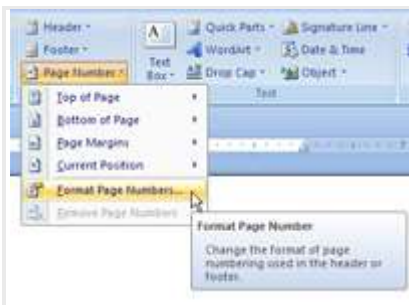
In the Header & Footer area, choose Page Number→Format Page Numbers.

The Format Page Numbers option is the second option from the bottom in the drop-down list.

Click the Start At radio button and type the beginning page number in the box.

This is based on your personal preference. Type where you want the page numbers to begin.

Click OK to close the Page Number Format dialog box.

Word starts numbering your document at the specified page number.

How to Work with Styles in a Word 2007 Document

Changing the look of text in a Word 2007 document is easy with Microsoft's built-in style options. This video shows you how to apply styles to adjust the color, font size, and placement of headings, paragraphs, and characters – either before or after you start writing text.

How to Create Macros in Word 2007

Audio Transcript

Microsoft Words comes with several preset keyboard shortcuts. For example, you can hold down the control key and press the letter B to bold a piece of text or press control and the letter I at the same time to make something italic. Each shortcut is only for one action, but Word also lets you create your own customized shortcuts for tasks that you need to do over and over. That way you don't have to do each individual step each time, but you can simply use your Macro to do all the steps at once.

Let's begin by recording a Macro in a new document. Up in the top navigation, click on the tab for view. On the right, you'll see an option for Macros, so click the arrow to open that menu. Now if your Macro involves several steps, you might want to jot some notes or practice it a couple of times before you record it. It will save you time in the long run, but assuming you're ready to roll, just click on record Macro.

First thing you need to do is name it. You can name the Macro anything you want, but the name can't contain spaces. Try choosing an intuitive name to help you remember what the Macro does. I'm going to call this one, bold italic.

Then you need to decide where to store it. You can store your Macro in two places, in your document or in the global template for Microsoft Word. I'm going to go with the default here, which is the global template, so I can use the same Macro in other documents. If you want, you can even add a description of the Macro down below.

And then finally, you need to decide if you want to assign a button or create a keyboard command. If you click the button icon, the dialog box opens for Word

options. If you click the keyboard icon, you get the dialog box for customized keyboard. I'm going to assign the Macro to a quick access tool bar button.

Okay, here's where things get good, I've got the Word options page open and I'm going to highlight the name of my Macro in the list at the left. Then click the add button. Now the Macro is showing up and the list of quick access tool bar options on the right. So click ok. You can see the cursor has turned into a little cassette tape icon. That means Microsoft Word is recording your Macro, so the next key strokes you do are going to be what it creates as the Macro. I want my Macro to make text bold and make it italicized, so first I'll do the shortcut for bold text, which is control plus B and then the shortcut to use italics, control plus I. If you need to pause your recording, you can do that back up in the Macros group in the top navigation. And when you're done, you can click to stop recording.

Now you'll see a little button for your Macro in the quick access tool bar. You can click on that button and type some text to test the Macro.

Of course, if you assign a keyboard shortcut to your Macro instead of creating a button for the tool bar, you will need to create a shortcut keyboard combination. All of the other steps are the same. Let's take a quick look. I'll create the same Macro using a keyboard shortcut instead of the tool bar button. So I'm going to go back to the Macros group to record the Macro and I'm going to name it and decide where to store it. Remember, I can't use the same name as an existing Macro, but since in this example, I'm creating keyboard shortcut to do the same thing, I'll just name it something similar.

Now I'm going to choose the keyboard option instead of the button option. This time we get the customized keyboard dialog box instead of the box for Word options. So type in the key combination that you want to assign to the Macro. I'm going to make it so you hold down both the control and alt keys and type the letter B to make the text both bold and italicized at once. So when I hold down those three keys, the dialog box fills in the command. Now click assign and then

click the close button. There's our cassette tape icon again, that means the Macro is going to record the keystrokes that we do. So I'm going to repeat the same keystrokes that I just did in the dialog box, holding down the control and alt keys while typing the letter B. Then I need to do my two commands; control plus B for bold and control plus I for italics. And when I'm done, I'll go back up to the Macros group and select stop recording. All done.

Now when I'm typing, I can just use those shortcut keys to perform the Macro function.

How to Add Images to a Word 2007 Document

Adding graphics to Office Word 2007 documents can liven up the looks of presentations, reports, and other content. Putting in a chart, photograph, or clip art –whether contained in a JPEG, TIFF, or bitmap file — is easy with the instructions in this video.

How to Add Borders, Boxes and Backgrounds to a Word 2007 Document

Adding a border, boxes and background color in Office Word 2007 can decorate newsletters and create special presentations in other kinds of Word documents. Applying borders and shading around images or paragraphs can enhance the way the formatting looks in your work.

How to Track Changes in a Word 2007 Document

The Microsoft Word 2007 track changes function enables others to see edits you make to documents. This video shows how to turn on track changes, accept or reject changes in a Word document, and choose how you want corrections to appear on the screen.

How to Create Tables in Word 2007

Microsoft Word 2007 enables you to add tables to your documents and to choose the number of columns and rows you prefer. You can change the appearance of your table with design options that customize formatting and styles.

How to Convert Text to Table in Word 2007

Preparing tables in Word 2007 starts with formatting text for easy conversion to a table. This video shows you how to organize information and convert formatted text to a table within a Word document.

How to Format a Paragraph in Word 2007

Paragraph Formatting in Word 2007 gives you options for adjusting line spacing and indentation in your Word documents. This video shows you how to indent paragraphs and style text to appear centered, flush left, or flush right.

How to Make Multiple Changes at Once with Word 2007 Themes

Changing the way your overall Word 2007 document looks is as easy as applying a new Theme to revise fonts, colors, and formatting or attaching a preset template. Single elements, such as fonts, can be adjusted all at one time, too.

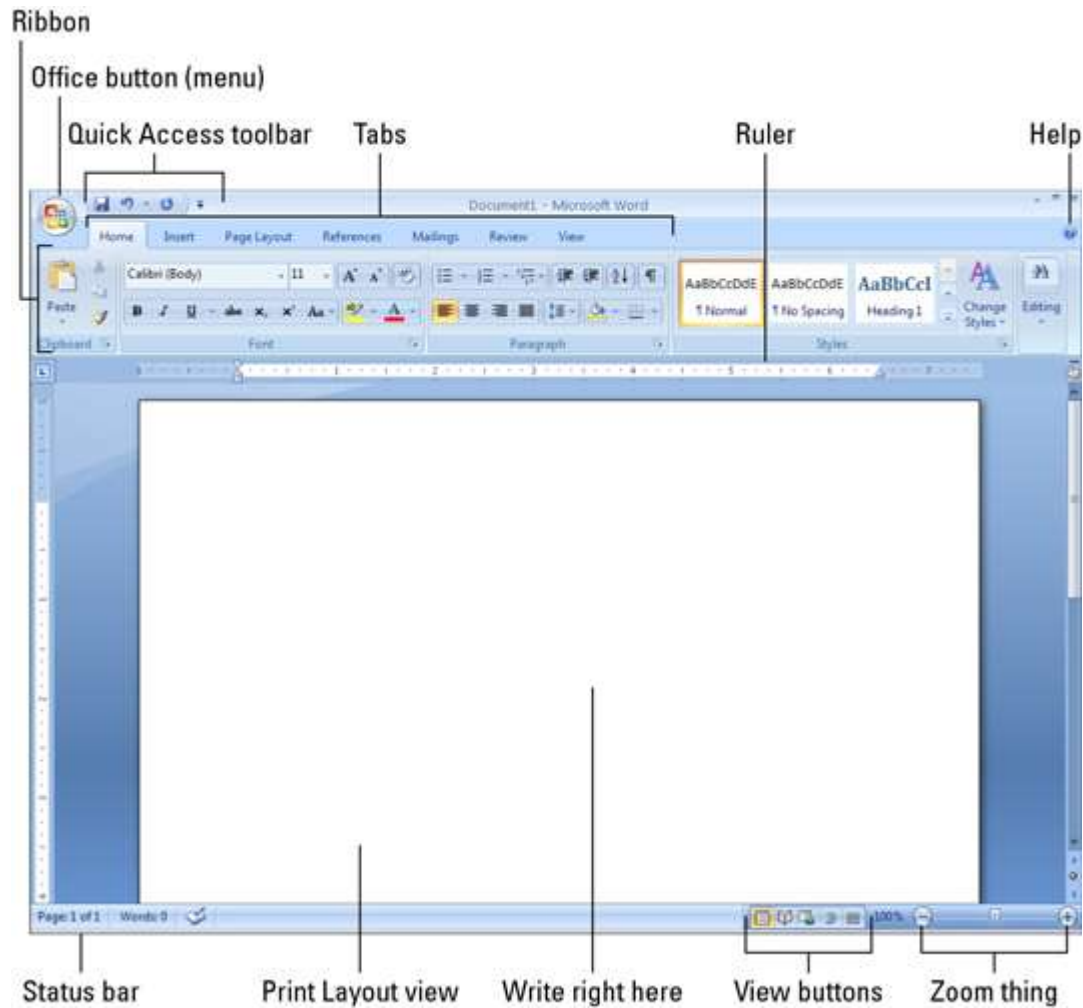# How to Choose a Theme for Your Word 2007 Document

Word 2007's built-in themes enable you to pick coordinated colors, fonts, and formatting effects for variations in your Word documents. The same customization can be applied to multiple documents, such as letterhead, reports, and brochures.

How to Edit Headers and Footers in Word 2007

Headers appear at the top of a page and footers appear at the bottom. This video shows you how to create, edit, and remove header and footer text in a Word 2007 document, and provides an overview of the Microsoft pre-set header and footer options.

The Word 2007 Screen

With Word 2007, even the screen is new — well, it's your same old computer screen, but with Word 2007 installed, it looks different, as the following figure shows:

Ribbon

Office button (menu)

Quick Access toolbar   Tabs   Ruler   Help

Status bar   Print Layout view   Write right here   View buttons   Zoom thing

How to Move around in a Word 2007 Document

Word 2007, with all its improvements, is still about making your life with documents a breeze. The shortcuts in the following table help you navigate around a document with the press of a key — maybe two. And what's easy-breezier than that?

Key	Moves Insertion Pointer . . .
↑	Up one line of text
↓	Down one line of text
→	Right to the next character
←	Left to the next character
Ctrl+↑	Up one paragraph
Ctrl+↓	Down one paragraph
Ctrl+→	Right one word
Ctrl+←	Left one word
PgUp	Up one screen
PgDn	Down one screen
End	To end of current line
Home	To start of current line
Ctrl+Home	To top of document
Ctrl+End	To bottom of document

Word 2007 Formatting and Editing Keyboard Shortcuts

You're working in Word 2007 and you want to take advantage of the built-in keyboard shortcuts that can help you format text and paragraphs and do some editing quickly and easily. The following sections list shortcuts aplenty that will come in plenty handy.

Function	Keyboard Shortcut
Copy	Ctrl+C
Cut	Ctrl+X

Paste	Ctrl+V
Undo	Ctrl+Z

The kindergarten shortcuts

Remember kindergarten and cutting with your round-tipped scissors, spreading (and/or eating) paste, and making a boo-boo you wished you could undo? The following keyboard shortcuts give you the same comforts in Word 2007:

Text-formatting key commands

You want to jazz up your text with some bold formatting or change the font entirely. The following table tells you how to quickly get your text looking like you want it.

Function	Keyboard Shortcut	Function	Keyboard Shortcut
Bold	Ctrl+B	Erase formats	Ctrl+spacebar
Italic	Ctrl+I	Grow font	Ctrl+Shift+>
Underline	Ctrl+U	Shrink font	Ctrl+Shift+<
Double underline	Ctrl+Shift+D	ALL CAPS	Ctrl+Shift+A
Word underline	Ctrl+Shift+W	Font	Ctrl+Shift+F
Small caps	Ctrl+Shift+K	Point size	Ctrl+Shift+P

| Superscript | Ctrl+Shift++ | Font dialog box | Ctrl+D |
| Subscript | Ctrl+= | | |

Paragraph-formatting key commands

From formatting individual words to formatting whole paragraphs, Word 2007 give you options for indenting, spacing, aligning, and more. The following table

Function	Keyboard Shortcut	Function	Keyboard Shortcut
Center text	Ctrl+E	Justify	Ctrl+J
Left-align	Ctrl+L	Indent paragraph	Ctrl+M
Right-align	Ctrl+R	Unindent	Ctrl+Shift+M
One line spacing	Ctrl+1	Hanging indent	Ctrl+T
1 1/2 line spacing	Ctrl+5	Unhang indent	Ctrl+Shift+T
Two line spacing	Ctrl+2		

gives you the how-tos:

Common and Uncommon Word 2007 Keyboard Commands

Word 2007 retains many of the keyboard commands and shortcuts of earlier versions and the following table tells you which keys to press to access usual things like a new document and unusual things like a word count:

Usual Commands	Keyboard Shortcut	Unusual Commands	Keyboard Shortcut
Help	F1	Go To	F5
Cancel	Escape	Show/Hide	Ctrl+Shift+8
Go back	Shift+F5	Office Button menu	Alt+F
New document	Ctrl+N	Styles task pane	Ctrl+Shift+Alt+S
Open	Ctrl+O	Print Preview	Ctrl+Alt+I
Print	Ctrl+P	Word count	Ctrl+Shift+G
Close	Ctrl+W	Symbol font	Ctrl+Shift+Q
Quick save	Ctrl+S	Print Layout view	Ctrl+Alf+P
Repeat	Ctrl+Y	Draft (Normal) mode	Ctrl+Alt+N
Find	Ctrl+F	Outline mode	Ctrl+Alt+O
Find and replace	Ctrl+H	Split window	Alt+Ctrl+S
Manual page break	Ctrl+Enter		

How to Insert Special Characters in Word 2007

With the Word 2007 update, you get access to some pretty special characters. They've been available in earlier versions of Word, but not all of them have had their own shortcut keys. The following list shows the keys you use to insert certain symbols into your text. Use them wisely.

Euro symbol	€	Ctrl+Alt+E
Trademark	™	Ctrl+Alt+T
Copyright	©	Ctrl+Alt+T
Registered	®	Ctrl+Alt+R
En dash	–	Ctrl+minus*
Em dash	—	Alt+Ctrl+minus*
Unbreakable space		Ctrl+Shift+Spacebar
Unbreakable hyphen		Ctrl+Shift+- (hyphen)

*The minus key on the numeric keypad

To Insert This . . .	Press This . . .
Today's date	Alt+Shift+D
Current time	Alt+Shift+T
Paste special	Alt+Ctrl+V
Footnote	Alt+Ctrl+F

Endnote	Alt+Ctrl+D
Comment	Ctrl+Alt+M

How to Insert Things in Word 2007

With Word 2007, you can insert all sorts of things into your document — the time, a comment, a footnote, and more. The following table tells you what keys to press to insert some handy information:

Special Tips for Word 2007

Word 2007 is full of fun and useful tips and tricks. The tips in the following list are useful to keep in mind as you create, format, and manage your documents:

- Always press Ctrl+Enter to start a new page. That inserts a manual page break, which forces a new page automatically.
- Use tabs to line up your text. Never use spaces. One tab is all you need. If you're typing more than one tab, you need to reset the tab stops.

- Always use one tab between columns to line them up. That makes editing the information easier if you have to do it.
- If you need to change any page formatting in the middle of your document, start a new section.
- Save your styles in a template! That way, you can use them for new documents you create without having to rebuild all your styles over and over.
- ## How to Open a Document in Word 2007

- You use the standard computer command Open to fetch a document that you previously saved as a file in Word 2007. To grab a file from your disk drive in Word 2007 — to *open* it — you follow three simple steps.

-
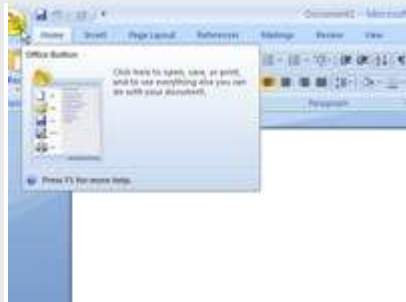
- **Click the Office Button and choose the Open command from the menu.**

- The Open dialog box materializes.

-
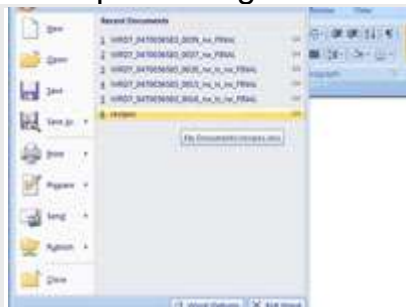
- **Click a document's name with the mouse.**

- The Open dialog box contains a list of documents previously saved to disk. Your job is to find the one you want to open.

-
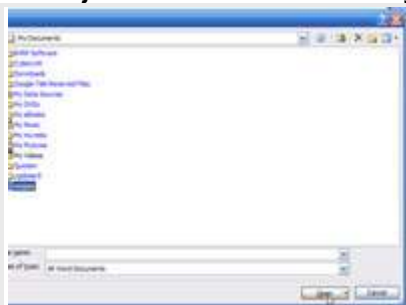
- **Click the Open button.**

- Word 2007 opens the highlighted file, carefully lifting it from your disk drive and slapping it down on the screen.

- # How to Restore the Quick Access Toolbar in Word 2007

- After customizing the Quick Access toolbar in Word 2007, you may decide to restore it to its default setting. You can do this in the Word Options dialog box.
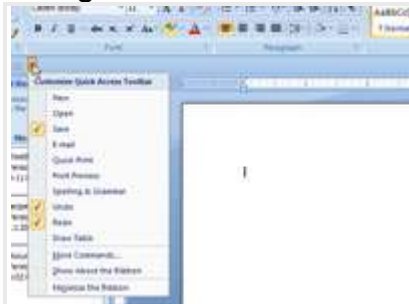
- **Display the Quick Access toolbar menu.**

- **Select the More Commands option.**

- The Word Options dialog box appears.
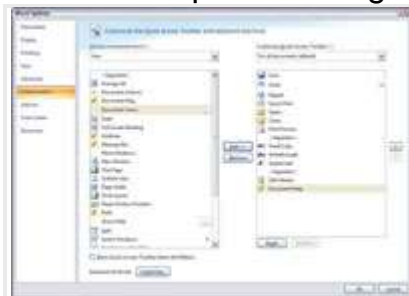
- **Click Customization in the left pane of the Word Options dialog box.**

- **Click the Reset button.**

- This is located at the bottom of the Customization area. A confirmation dialog box appears.

- **Click Yes.**

- Word restores the toolbar to its default setting.

How to Save as a Different Text Format in Word 2007

- Word 2007 is quite smart when it comes to saving files. Whichever format was used to open the document, Word chooses the same format for writing the document back to disk. For example, when you open a WordPerfect document, Word automatically saves it back to disk in the WordPerfect format.

- The secret is to check the Save As Type drop-down list in the Save As dialog box. In fact, choosing a new item from that drop-down list is the only way to save a document in another format.

-
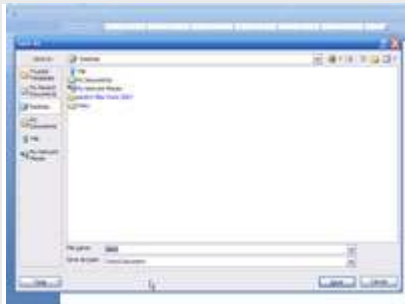
- **In an open document, select File—Save As.**

- The Save As dialog box appears.

-

- **Choose a document type from the Save As Type drop-down list.**

- For example, if you need to save a document as a text file, choose Text Only.

- Keep in mind that Word remembers the format! If you notice that your documents aren't being saved to disk the way you want, the Save As Type drop-down list is to blame. Always double-check it to ensure that you're saving documents to disk in the proper format.

-
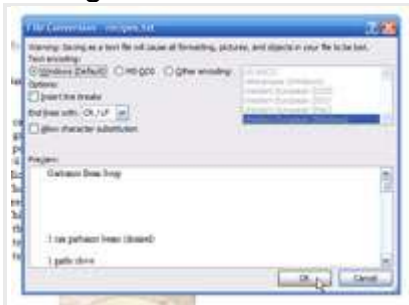
- **Click Save.**

- Word may display a dialog box telling you that saving the document in a different format is, well, bad.

- **Click Yes.**

- Your document is saved.

How to Select a Printer in Word 2007

- The Print dialog box in Word 2007 enables you to choose which printer to use to print your document, especially handy if you're working on a networked computer with multiple printer options.

-

- **Click the Office Button.**

- The Office Button hangs out in the upper-left corner of the Word 2007 screen.

-

- **Choose the Print command.**
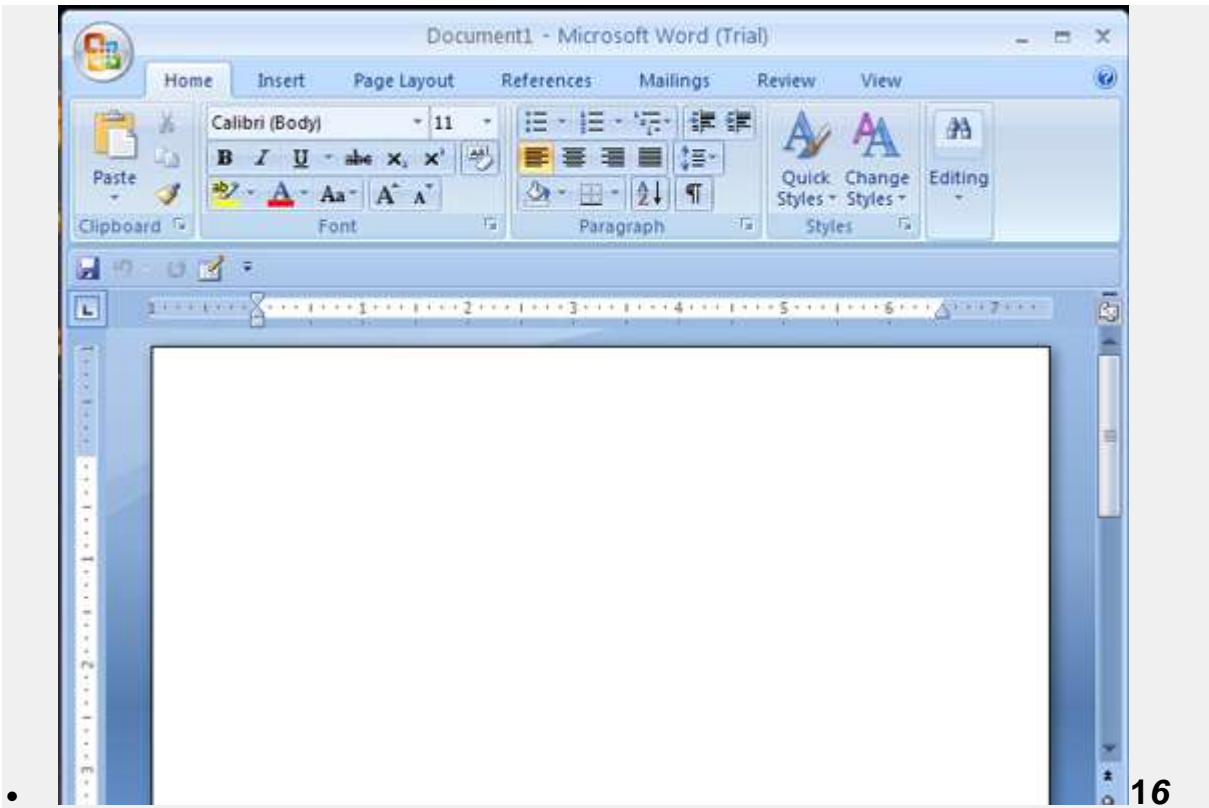
- The Print dialog box opens.

-

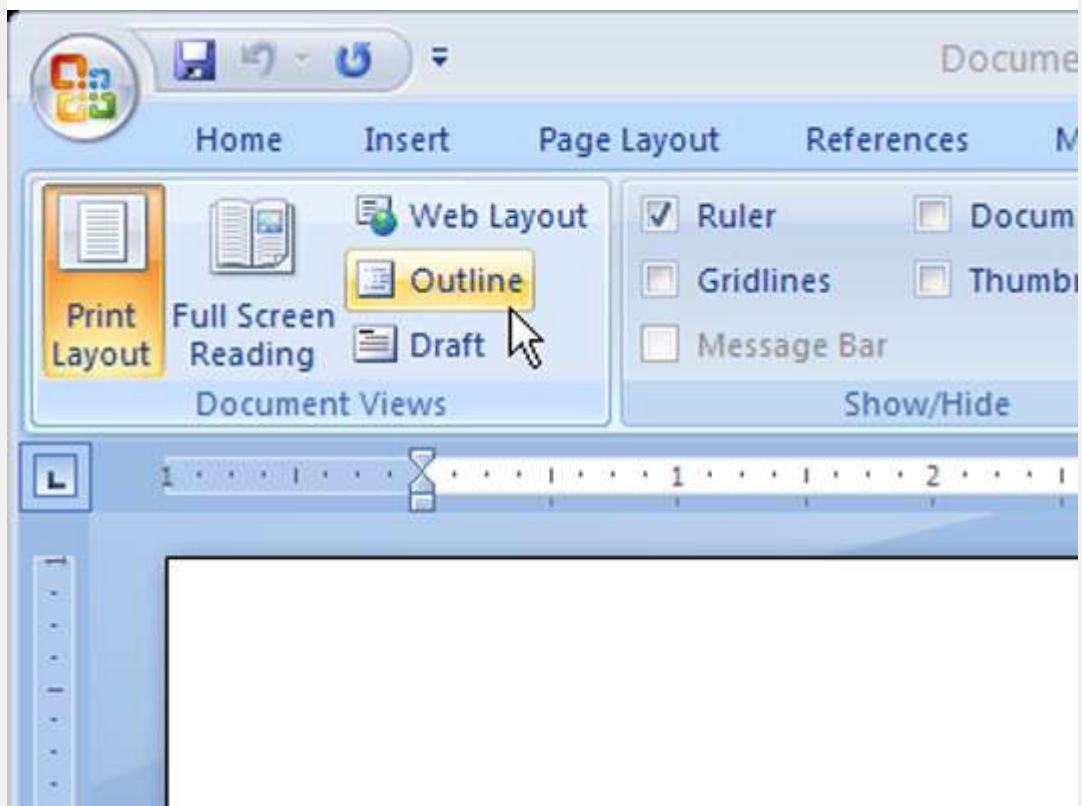- **Click the down arrow at the end of the Name drop-down list.**

- A list of available printers appears.

-
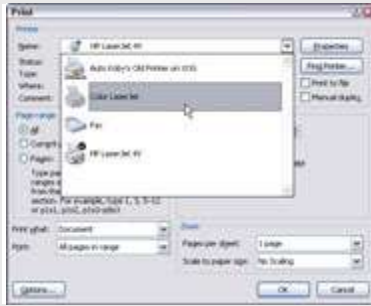
- **Select a printer and click the OK button.**

- Simply select your favorite printer from the list.

How to Use Outline View in Word 2007

-
16

-

star trek musical.docx - Microsoft Word

Outlining | Home | Insert | Page Layout | References | Mailings | Review | View

Level 2

Show Level:

✓ Show Text Formatting

☐ Show First Line Only

Show Document | Collapse Subdocuments | Close Outline View

Outline Tools | Master Document | Close

- ⊕ **Overture**
  - ⊖ Alien costume parade
  - ⊖ Song: *To the Final Frontier*
- ⊕ **Act 1**
  - ⊕ Star Fleet HQ
    - ⊖ Kirk gets his orders
    - ⊖ Song: *No, Admiral Nogura!*
  - ⊕ Enterprise Bridge
    - ⊖ Decker welcomes the Crew
    - ⊖ Song: *I am the Captain of the Enterprise!*
    - ⊖ Kirk shows up
    - ⊖ Song: *You were the Captain of the Enterprise!*
    - ⊖ Kirk ignores Yeoman Rand's interest in him
    - ⊖ Song: *I don't carry a torch, I carry a phaser*
  - ⊕ Engine Room Inspection
  - ⊕ Enterprise Bridge
    - ⊖ McCoy joins the crew
    - ⊖ Song: *I'm a doctor notta*
      - • (Should be a tango)
  - ⊕ Klingon Battle Cruiser
    - ⊖ Lord Korg muses about battle
    - ⊖ Song: *Learning to kill you*
  - ⊕ Kirk's Quarters

Page: 1 of 2 | Words: 101 | 80%

When your outline is complete, return to Print Layout view.

Close the outline by clicking the Close Outline View button.

Use F2 to Copy and Move Text

After you select text in Word 2007, you can press F2 to copy the text and paste it elsewhere — even into another Word document you're working on. As long as you can remember to use the F2 key, copying and moving a block of text by using this technique can be quite handy.
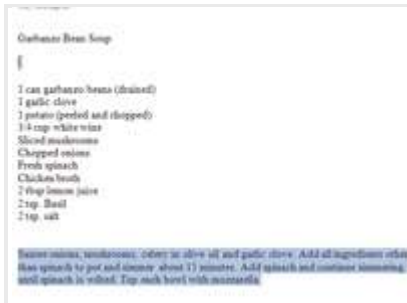
Select a block of text.

Click the mouse button to anchor the insertion pointer at the beginning of the block, drag to the end of the block (anywhere you want), and release the mouse button.

Press the F2 key.

Notice that the status bar (at the bottom of your screen) says "Move to where?"
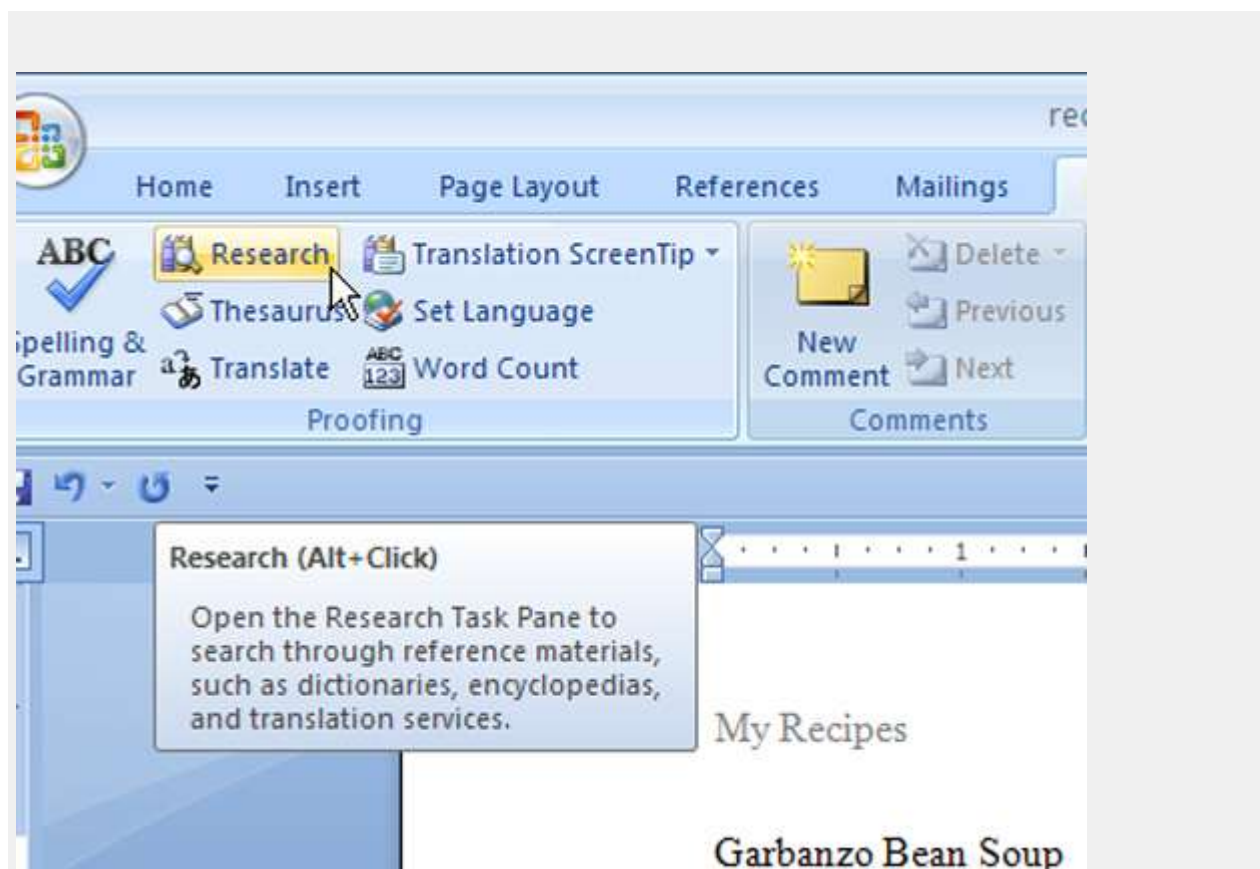
Place the insertion pointer wherever you want to move (paste) the block of text.

Press the cursor keys or scroll with the mouse. Wherever you place the insertion pointer is where the text will be moved.
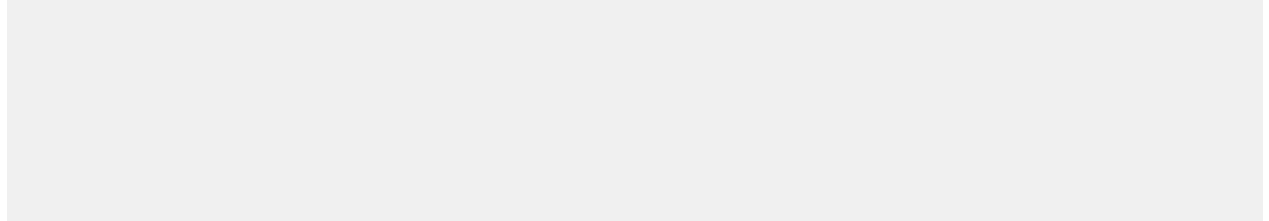

Press Enter to paste the text.

The block of text is moved, just as though you had typed it there yourself.

To access the Research task pane for a certain word, place your cursor in the word. On the Review tab (Proofing group), click the Research button.

The Research task pane appears in the document part of the window. The selected word appears at the top. Use the choices in the task pane to refine your search by reference source, such as an encyclopedia.

- **Start a new, blank document.**