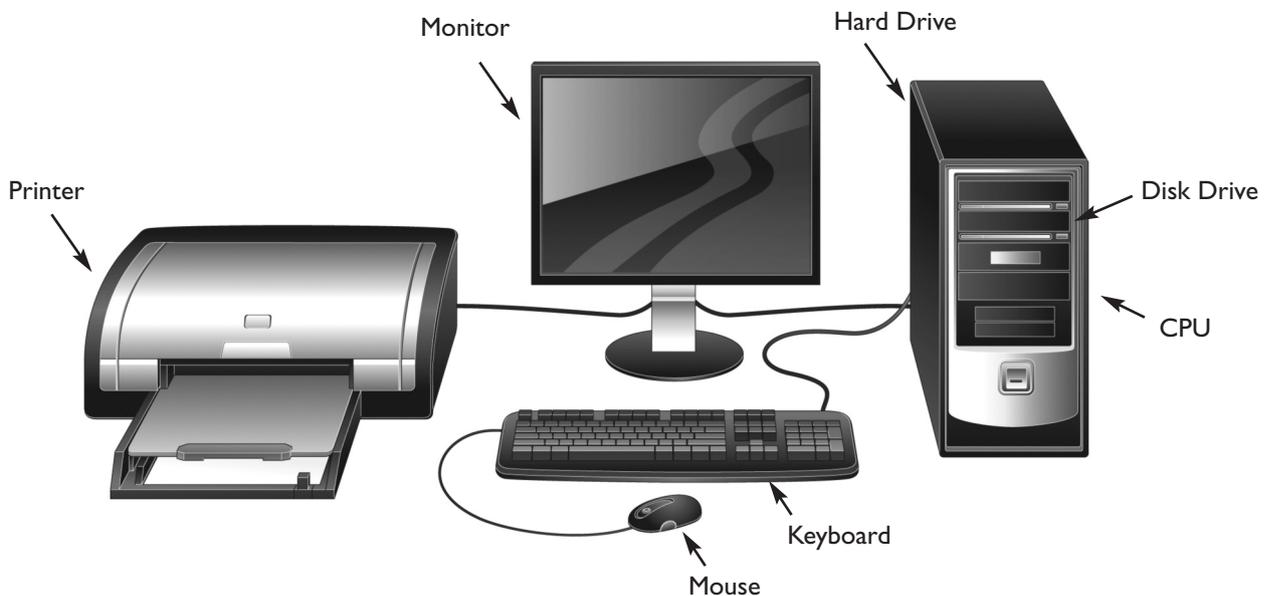


# Part 1

## Introduction to Word 2007



Before launching into the world of Word 2007 please check the names of the principal computer parts which are shown below.



**CPU** The letters stand for Central Processing Unit. The CPU is the core of the computer and governs the operation of the computer and all connected input devices (e.g. keyboard), and all output devices (e.g. printer).

**Disk Drive** A device that reads information from disks and writes information onto disks.

A CD drive is a Compact Disc drive that is used to read CDs (also called CD-ROMs). A CD-RW drive can read and write to special CDs (either CD-Recordable or CD-ReWritable). A CD-Recordable disk can be written to only once, but can be read repeatedly. A CD-ReWritable can be written to repeatedly.

A DVD drive is a Digital Video Disc drive or Digital Versatile Disc drive that is used to read and/or write information using DVD discs. Digital Versatile Discs hold far more information than CDs. DVDs are used to store video and audio data, as well as traditional computer data.

**Hard Disk** A sealed disk that can store a large amount of information electronically.

**Keyboard** An input device through which text or data is entered into a computer.

**Monitor** Also known as a visual display unit (VDU); displays the computer output onto a screen.

**Mouse** An input device, the movement of which controls the position of the I-beam or pointer on the monitor.

**Printer** An output device that produces printed text or other information.

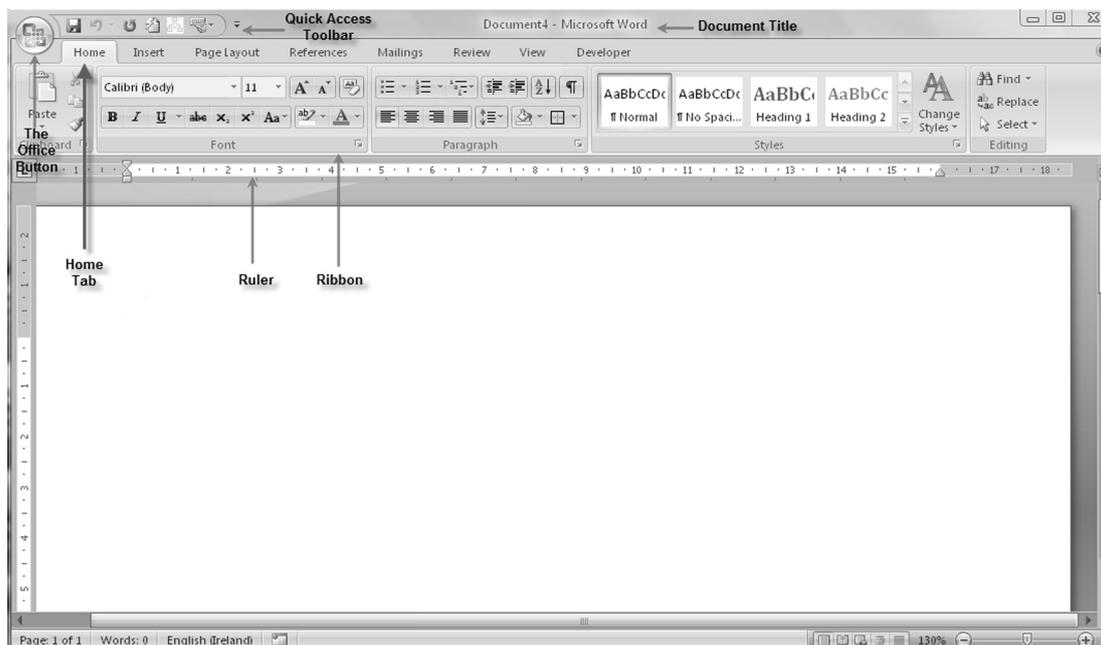
## Starting Word

To start Word, position the mouse pointer arrow on the **Start** icon at the bottom-left corner of your screen, then push the pointer up to **Microsoft Office Word 2007** and click.



## The Word Window

The Word 2007 window, see below, takes a bit of getting used to. The **Office** button, the **Quick Access Toolbar** and the **Document Title** normally appear at the top, and the different **Tabs**, such as **Home**, **Insert**, **Page** and **Page Layout**, appear on the next line. The part of the window below the tabs is, for some strange reason, called the **Ribbon**. To start working, ensure the **Home** tab is active.

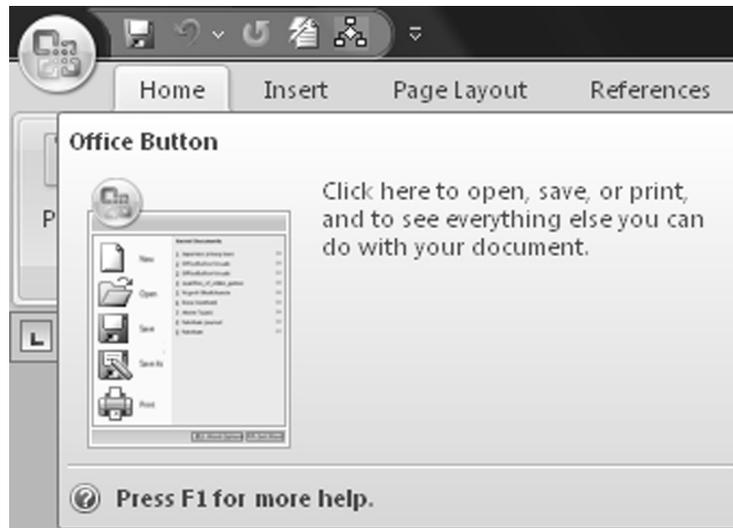


### **Important Note — Word with Windows Vista or Windows XP**

The layout of some dialog boxes will vary depending on whether you are using Word with Windows Vista or Windows XP. This text is based on using Word with Windows Vista.

## The Office button

Hold the mouse pointer over the **Office** button  and read the pop-up which says, 'Click here to open, save or print ...'



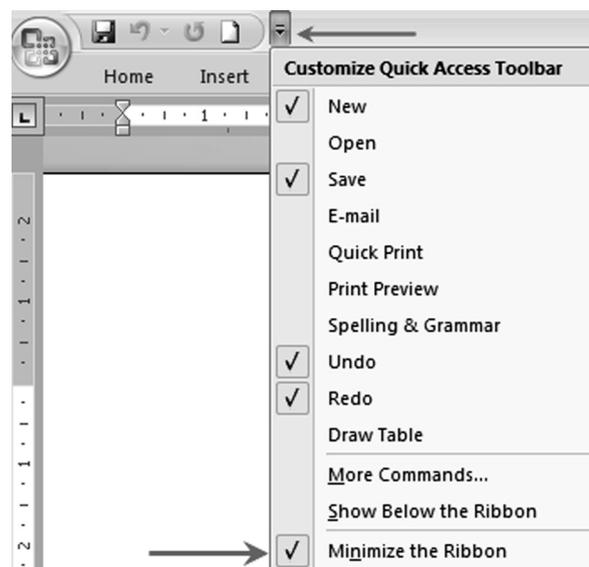
## The Home tab

The top part of the Word window is now called the **Ribbon** and, as mentioned, it features a number of tabs such as **Home**, **Insert**, **Page Layout**, **References** etc. When Word opens, the **Home** tab is the active tab. We know this because **Home** is a lighter colour than the other tabs. Now click the **Insert** tab and then the **Page Layout** tab to see how the icons change, then beat a hasty retreat and click the **Home** tab – as we will stay 'at home' for now!



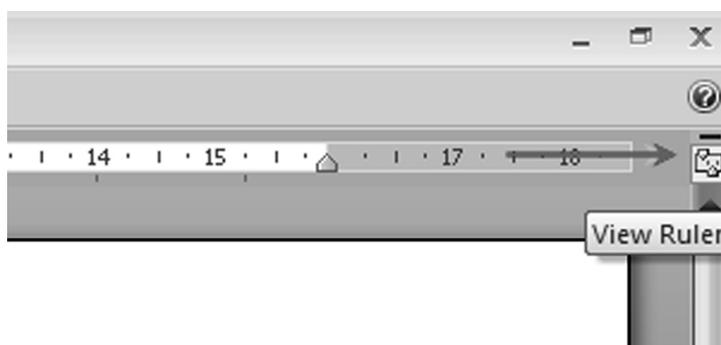
## Show or hide the Ribbon

If the **Ribbon** is not visible click the **Customize the Quick Access Toolbar** arrow as shown below and then click **Minimize the Ribbon**.



## Show or hide the Ruler

If the Ruler is not visible click the **View Ruler** icon as shown below.

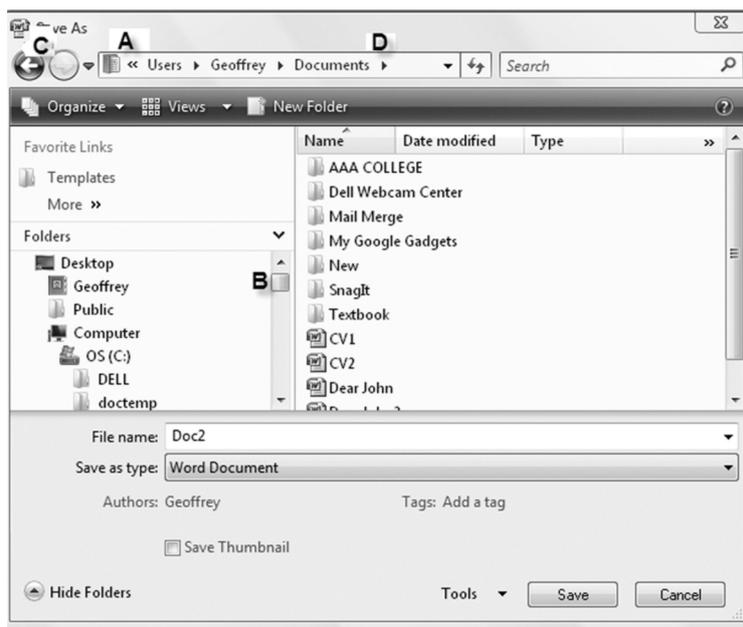


## The left mouse button

The computer mouse has a left and right button; use the left button unless instructed otherwise.

## The Save As dialog box

Move the mouse pointer over (i.e. 'mouse over') the **Office** button and click, then click **Save**. The **Save As** dialog box opens and this is where you specify a file's **location, name and type**.



## File location

We save files in folders which are stored at different levels, the highest of which is **Desktop** level. The **Save As** dialog box in Word 2007 with Vista is somewhat confusing. You may need to spend some time understanding the different ways to locate folders at different levels.

Look at the **Save As** dialog box above and note the letters A, B, C and D which are used as references as explained below.

- A Click this arrow to go to top-level folders and then click the folder required.
- B Drag the scroll bar or click the up and down arrows to display folders at different levels; then click the required folder.
- C Click the forward or back arrow to go to previously used folders until you come to the required folder.
- D Click this arrow to go to other folders at the same level as the currently selected folder.

## The last word in the Navigation bar

It is important to note that the last word in the Navigation bar, which is at the top of the **Save As** dialog box, is **the name of the folder into which a file will be saved**. In the Save As dialog box on page 4, the file Doc2 is about to be saved in the **Documents** folder. Note the file levels in this case are Desktop, Users, Geoffrey, Documents.



**Note** — If you are running Windows XP rather than Windows Vista, the Save As dialog box will be different than that shown on page 4.

## File name

To name a file simply type the file name in the **File name** box.

## File type

Click the arrow in the **Save as type** box to specify the type of file to be saved (usually a Word Document).

### ► Intro 1a — Creating a document

Now with the Word Window open, type the text below.

How did Bebo get its name?

### ► Intro 1b — Saving a document

Save the text you typed in Intro 1a as follows:

- **Location:** the Documents folder
- **Name:** Bebo 1
- **File type:** Word Document

Now click the **Office** button and **Close**, to close Bebo 1.

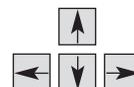
## Location, location, location

Beginners usually manage to give a file a name but often fail to specify **where**, i.e. in which folder, they wish to save it. Remember the last word in the **Navigation** bar is the name of the folder into which a file will be saved.

## Changing the cursor position, i.e. the insertion point

When the mouse is moved, an 'I-beam' appears in the Word window. When the I-beam is in the position where text is required, click the mouse. The I-beam changes to a cursor, i.e. the blinking marker where text can be entered.

Apart from using the mouse, the cursor position can be moved by pressing the arrow keys, which are on the bottom-right side of the keyboard.



### ► Intro 2 — Moving the cursor

Click the **Office** button, then click **Open**. The Open dialog box appears. In the **Navigation** bar navigate to **My Documents** and click Bebo 1. Practise moving the cursor around the text using (a) the mouse and (b) the arrow keys. Do not close Bebo 1.



**Note** — The **Insert** key, or the **Ins** key, on the numeric keyboard, to the right of the main keyboard, is sometimes pressed accidentally. This causes keyed-in text to replace existing text. Press this key a second time to deactivate it.

### ► **Intro 3 — Inserting text**

Add the additional text which is included below to the Bebo 1 file and save again. Our Bebo 1 file has now been changed. Close Bebo 1.

How did Bebo, the online social media network, get its name?

### **Save As**

Now we are going to make further changes to Bebo 1, but this time, instead of changing Bebo 1 permanently, we are going to retain Bebo 1 and save the changed file as a new file called Bebo 2. In other words, we are going to use **Save As** to save the changed version of Bebo 1 as Bebo 2.

### ► **Intro 4 — Save As**

Retrieve Bebo 1 and insert the additional text which is included below. Save the changed file as Bebo 2 and close the file. To do this, click the **Office** button, **Save As** and **Word Document**. In the Save As dialog box, on the Navigation bar, navigate to **Documents** and type Bebo 2 in the **File name** box. In the **Save as type** box accept the default setting **Word Document**. Close Bebo 2.

How did Bebo, the online social media network, get its name?

Bebo is an acronym (ak-ron-im) which means that it is a word formed from the first letter of other words.



**Tip 1** — Hold the mouse pointer over a ribbon icon, for a second, to activate a pop-up which gives the icon's name and other information.



**Tip 2** — At this introductory stage, keep checking that the **Home** tab is active; it should be a lighter colour than the other tabs.

### **Deleting and correcting**

Position the cursor immediately after the error and press the keyboard **Backspace Delete** key, (i.e. the back-arrow, ←, which is above the **Return** key) and then type the correct text. Alternatively, position the cursor immediately before the error and press the **Delete** key.

## The Undo button

When you perform an action you want to undo, click the **Undo** button on the **Quick Access Toolbar**, which is to the right of the **Office** button.



### ► Intro 5 — Deleting, correcting and undoing changes

Open Bebo 2 and replace the word 'online' with the word 'computer' but do not save this change. Click the Undo button to undo the change; the word 'online' should appear again. Save and close Bebo 2.

### ► Intro 6 — Retrieving and closing files

Retrieve Bebo 1 and note that Bebo 1 contains just one line of text whereas Bebo 2 contains three. This is because we did not save our most recent changes to Bebo 1 as Bebo 1. Instead we saved the changes to Bebo 1 as Bebo 2, through the use of **Save As** instead of **Save**. Close Bebo 1.

## Selecting text

Now we come to the important stage of selecting text. This can be done in a number of ways as follows:

- 1 Move the cursor to start of the text, hold down the left mouse button and move (drag) the I-beam to the end of the text.
- 2 Move the cursor to the start of the text, then **without holding down the left mouse button** move the I-beam to the end of the text, hold down the **Shift** key and **click**.
- 3 To select a word, position the I-beam over it and **double-click**.
- 4 To select a sentence, position the I-beam over it, hold down **Ctrl** and **click**.
- 5 To select a paragraph, position the I-beam over it and **treble-click**.
- 6 To select all the text in a Word window, use keyboard command **Ctrl+A**, i.e. hold down the Ctrl key and press the letter 'A'.
- 7 To select a line of text, move the I-beam to the left of the start of the line (until it changes to an inward-facing arrow), then click.
- 8 To select different parts of a piece of text, select the first part, then keep holding down the Ctrl key while the other parts are selected.

## ► Intro 7 — Selecting text

Retrieve Bebo 2 and practise selecting text as follows:

- ‘How did Bebo, the online social media network,’ — use method 1.
- All the text except the last word — use method 2.
- ‘Bebo’ — use method 3.
- The first sentence — use method 4.
- The second paragraph — use method 5.
- All the text — use method 6.
- The first line — use method 7.
- Every second word in the first sentence — use method 8.

### Deleting again

Now that we have mastered selecting, we can delete text in many additional ways. Place the mouse pointer over the selected text and do one of the following:

- Ensure the **Home** tab is active, and then click the scissors icon in the **Clipboard** group of icons, below the **Office** button.
- Press the **Delete** key on the keyboard.
- Click the right button on the mouse, move to **Cut** and click.
- Use the keyboard command **Ctrl+X**, that is hold down the Ctrl key and press ‘X’.

### Copying text

To copy text, select it and then click the copy icon in the **Clipboard** group, or use the keyboard command **Ctrl+C**.

### Moving text

Delete the text, move the insertion point to a different location, then click **Paste**, in the **Clipboard** group, or use the keyboard command **Ctrl+P**.

### Font and font size

A font is a style of typeface, such as **Times New Roman**. Each typeface is available in many different sizes. To change font, select relevant text, ensure the **Home** tab is active and then click the arrow in **Font** box which is in the Font group. To change font size, click the arrow in the **Font Size** box.

## ► Intro 8

Retrieve Bebo 2 and carry out the tasks below. Save and close.

- Select all the text and change the font to Arial.
- Select the first line and change it to 16 points.
- Select the remainder of the text and change it to 14 points.

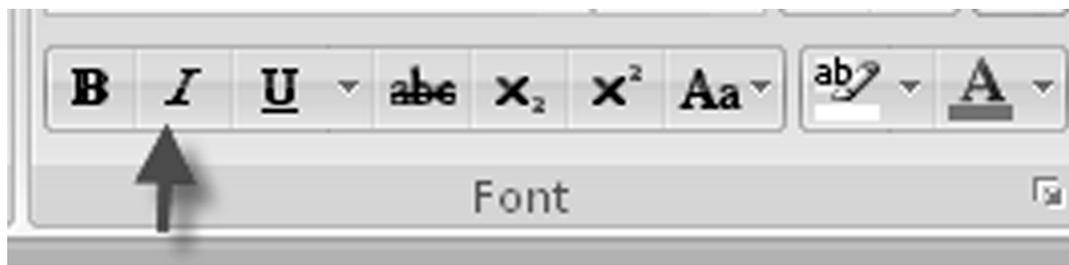
## ► Intro 9

Retrieve Bebo 2 and add the additional text included below. Save as Bebo 3 and close.

Another example of an acronym is PAYE which comes from the words Pay As You Earn.

## Bold, italics and underline

Select the relevant text, ensure that the **Home** tab is still active, and click the **Bold**, **Italics** (see below) and **Underline** buttons in the **Font** group.



### ► Intro 10a

Retrieve Bebo 3, underline the first line and format it in bold and italics. Save as Bebo 4 and close.

## Selecting different parts of a document

Select the first part, hold down the Ctrl key and select the remaining parts.

### ► Intro 10b — Selecting different parts of a document

Open Bebo 4, select every second word in the first sentence and click the underline button. Then undo the changes made and close Bebo 4.

## Help, help

Word 2007 has a great help system which may be activated by clicking the question mark icon on the upper-right side of the Word window. Then wait for the **Word Help** dialog box to appear, type what you need help with into the **Search** box and press return.



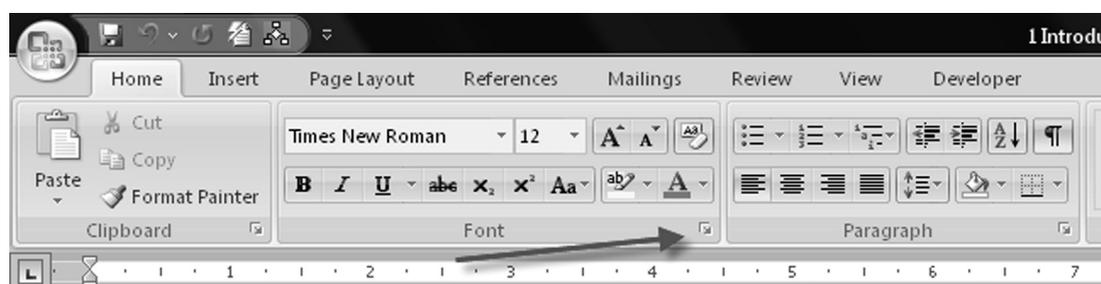
**Note** — Even experienced users of Word use Word Help from time to time.

### ► Intro 11 — Using the help menu

Retrieve Bebo 4 and use Word Help to find out how to double underline a word. Then underline each occurrence of the words Bebo and PAYE and save.



**Note** — When using Word Help to find out how to double underline, you will see reference to the **Font dialog box launcher**. This is the diagonal arrow to the right of the **Font** group of icons, as shown below.



## Centre, right align

Select the relevant text and with the **Home** tab active click the **Center**, or **Right Align** button in the **Paragraph** group.

### ► Intro 12

Type the text below and:

(a) centre the first two lines

(b) right-align the last line

Save as U2a and then close the file.

The Ground Beneath Her Feet  
By U2

Featuring lyrics by Salman Rushdie

## Drag-and-drop text editing

At this early stage it is worth learning about 'drag-and-drop editing' as it allows the word processing operator to edit text efficiently. To drag and drop, select relevant text, hold the I-beam (which changes to a pointer arrow) over it, hold down the mouse button and drag the text to a different position.

### ► Intro 13

Retrieve U2a, left align all the text, select the third line (by clicking on it three times) and drop it in below the first line, shown below. Save and close the file.

The Ground Beneath Her Feet  
Featuring lyrics by Salman Rushdie  
By U2

## Drag and copy

Drag and copy is like drag and drop except that the selected text stays in position and a copy is moved to a different position. To drag and copy, select relevant text, hold the I-beam over it, hold down the Ctrl key and hold down the mouse button and then drag a copy of the text to a different position.

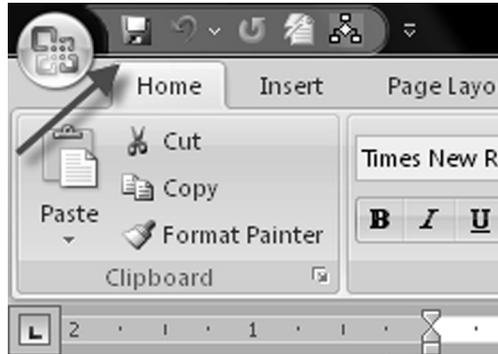
### ► Intro 14

Retrieve U2a, and with no further typing, reproduce the text as shown below. Save as U2b.

The Ground Beneath Her Feet  
The Ground Beneath Her Feet  
Featuring lyrics by Salman Rushdie  
Featuring lyrics by Salman Rushdie  
By U2  
By U2

## Save, save, save

As you work, get into the habit of saving regularly. Rather than clicking the **Office** button and **Save**, click the Save icon on the **Quick Access Toolbar**. You can also use the keyboard command **Ctrl+S**, i.e. hold down Ctrl key and press 'S' on the keyboard.



## ► Intro 15

Type the text below in 12 points Times New Roman font, click the save button after each line, save as EComm1 and close.

THE E-COMMERCE BILL

The E-commerce Bill became law in July 2000 when the President, Mrs McAleese, signed it with a digital signature. The President's signature was the first electronic signature to have the State's full legal recognition.

This Bill is seen as a cornerstone of e-commerce and is designed to enable businesses and citizens to do business over the Internet, ranging from registering property deeds to signing contracts, making tax returns, requesting medical information and corresponding with Government.

(Extract from an article that appeared in the *Irish Times* on 30 June 2000.)

## Scrolling text

To move text up or down:

- 1 Click the up or down arrow on the **Vertical Scroll Bar** which is on the right side of the Word window  
**OR**
- 2 Move the mouse I-beam to the button between the arrows, click, hold down the left mouse button and drag it up or down.

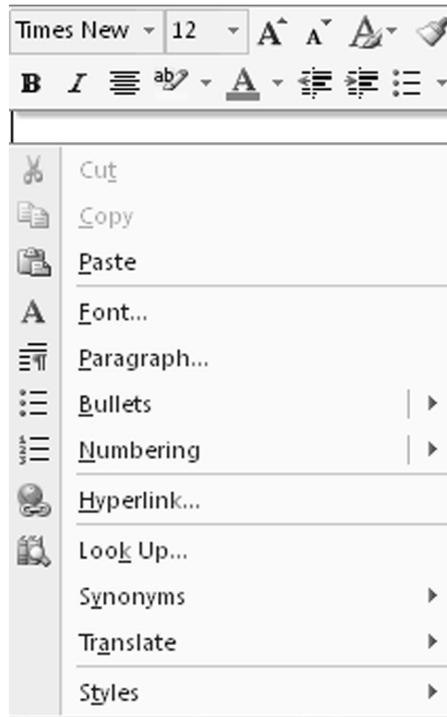
## ► Intro 16

Retrieve EComm1 and make the changes below. Save as E-Comm2.

- Centre the heading and format it in bold.
- Format the last line in italics.
- Change the font to Arial and the font size to 8 points.
- Place the last paragraph before the first paragraph, using drag and drop.
- Undo the paragraph order change.

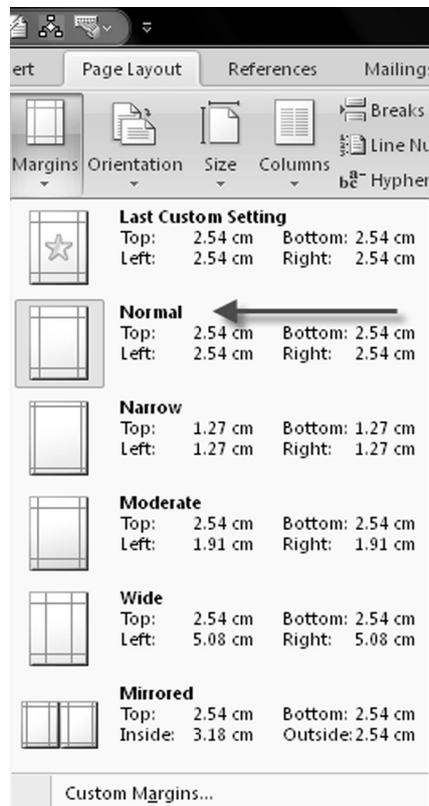
## Moving away from the Home tab

For the next exercise we have to move away from the familiar world of the Home tab. When we do this, buttons like **Bold**, **Italic**, and **Underline** disappear and leave us feeling we have to click back to the Home tab to use them. However, luckily, when the right side of the mouse is clicked a **Mini Toolbar** pops up with allows us to continue using the most common buttons – no matter which tab is active.



## Margins

To work with margins, click the **Page Layout** tab and then click **Margins** in the **Page Setup** group of icons. For most purposes, then click **Normal**, or click Custom Margins to set non-standard margins.



## Paper size

To work with paper of different sizes, click the **Page Layout** tab and click **Size** in the **Page Setup** group.

## Line spacing or leading

Line spacing is the space between lines of text. Most text is in single-line spacing. However, line-and-a-half or double-line spacing is sometimes used. To change the line spacing, click the **Home** tab and the line spacing button in the **Paragraph** group. You can also use these keyboard commands: Ctrl+1 for single-line spacing, Ctrl+2 for double-line spacing, and Ctrl+5 for line-and-a-half spacing.

### ► Intro 17

Retrieve Intro 16 and practice changing the line spacing using both icons and keyboard commands. Finally format the file in double-line spacing and save as Intro 17.

## Word wrap

When text is typed, the cursor moves across the line until it reaches the right margin. The cursor then automatically moves to the next line and takes with it any word, (or part of a hyphenated word), which does not fit on the first line. This is called word wrap, and the move to the next line is called a **soft return**.

In the text below, note that the word 'administration' did not fit within the margins therefore it wrapped around to the second line.

Excel-based spreadsheets have been warmly greeted as accounting and administration aids by many small firms in Ireland.

## Hard returns

Resist the tendency, sometimes felt by beginners, to press the enter/return key as you approach the right margin because such key strokes (called **hard returns**) may have to be deleted when further text is added or deleted.



**Remember** — As you work, click the **Save** icon to the right of the **Office** button at regular intervals.

### ► Intro 18

Retrieve Intro 17 and enter a hard return after the first, second and third lines. Then change the font size to 16. Note the hard returns are no longer at the end of a line and need to be deleted. Save as Intro 18.

## Printing a document

Click the **Office** button and **Print**.

### ► Intro 19

Print a copy of Intro 18.

## Checking the location of an open file

At the beginning of this Part we discussed the importance of being clear about where a file is being saved. One way to check the location of an open file is to click the **Office** button, click **Prepare** and click **Properties**. The file location path appears at the top of the **Document Properties** panel. For example, a student might have different folders for different subjects saved on her/his flash drive (memory stick) and the file path might appear as follows: F:\College\Economics\Supply andDemand.docx.

### ► Intro 20

Check the location of Intro 18 as explained above.

## Changing Word's default file location

With Vista, Word 2007 stores documents in the **Documents** folder. If you usually save to a different location, such as a flash drive, you can make this location the default location for your files. This saves you the trouble of having to use the **Save As** dialog box to navigate to the flash drive every time you save a file.

To change Word 2007's default file location, click the **Office** button, click **Word Options**, click **Advanced** and scroll down to the **General** section. Click **File Locations**, click **Documents** in the **File types** list, click **Modify**, then navigate to select the new location for your files and finally click **OK**.



**Note** — With Windows XP, Word's default file location is the **My Documents** folder.

### ► Intro 21

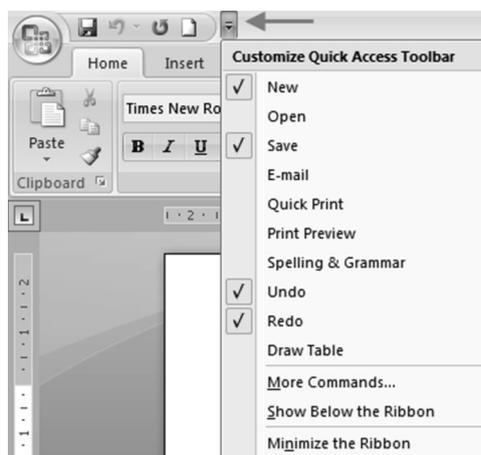
Temporarily change the default location for your files to your flash drive, or other appropriate location, and save Intro 18 as Intro 18b. Check the file location by going to Properties, and so on, as explained above.

### ► Intro 22

Change the default location back to the original setting.

## The Quick Access Toolbar again

The **Quick Access Toolbar** is a convenient feature of Word 2007 because the toolbar stays in place irrespective of which Tab is active. We have already used the Save and Undo buttons on this toolbar, now let us add two new buttons — **New** and **Quick Print**. One way to do this is to click the last button on the right of the toolbar, i.e. the **Customize Quick Access Toolbar** button, and then click **New** and **Quick Print**.



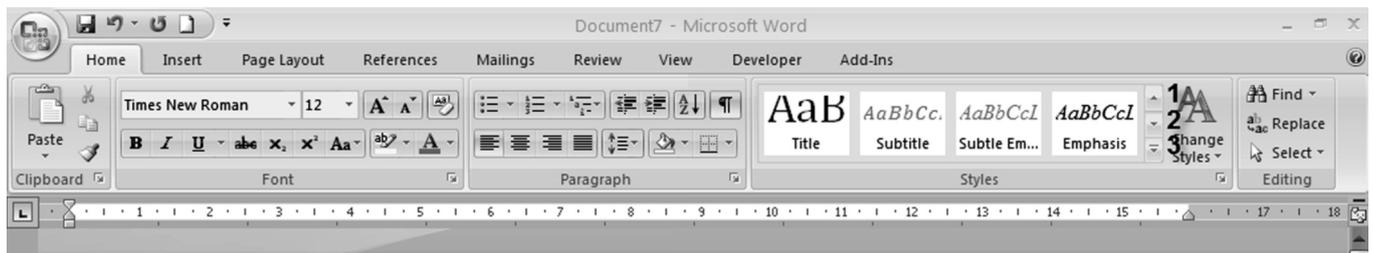
## Intro 23

Add a further button to the Quick Access Toolbar, as explained on page 14, then delete it by clicking the **Customize Quick Access Toolbar** button again and deselecting the relevant option.

### Working with Styles

When first using Word 2007 you may have got a shock if you inadvertently drew the mouse pointer over the style buttons in the so-called **Quick Style Gallery**, which is in the **Styles** group on the **Home** tab. You may have seen that the format of the paragraph you were working on changed as you moved the mouse pointer over the different styles. However, it is reassuring to know that formatting does not change until a particular style button is clicked.

To reveal the different style buttons, click the arrows to the right of the Quick Style Gallery (which are marked 1 and 2 below). To see all the style buttons, click the bottom arrow (which is marked 3).

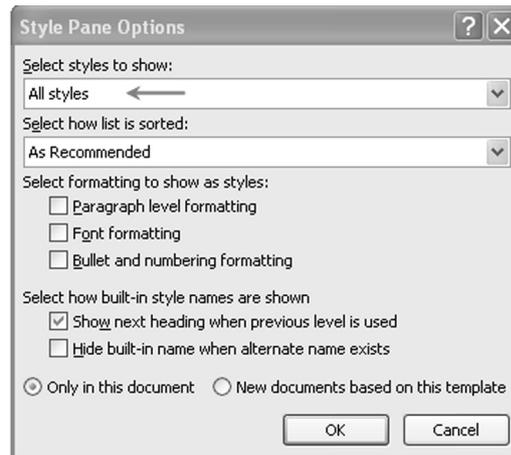
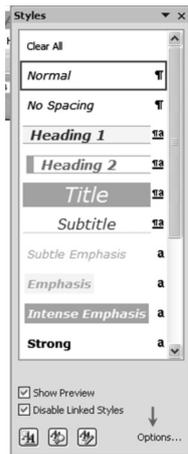


### All the buttons in the Quick Style Gallery:



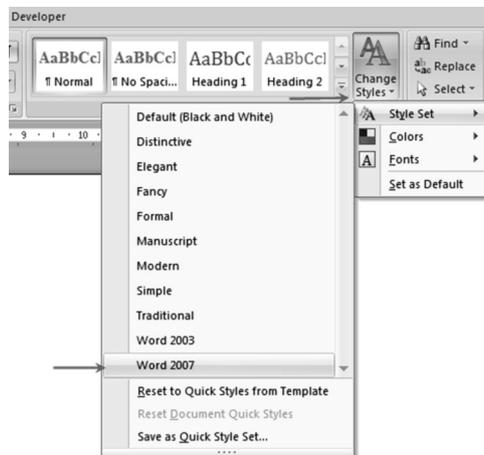
### All available styles

To show all available styles, not just those in the Quick Style Gallery, click the **Styles Launcher**, i.e. the arrow in the right corner of the Styles group of icons. Then in the Styles Pane (see over) click **Options** and in the **Style Pane Options** dialog box, under **Select styles to show**, click **All styles**.



## Changing the Style Set

Click **Change Styles** in the Styles group, and with your mouse pointer over **Style Set** note the different style sets available and then click on **Word 2007**.



### ► Intro 24

Type the text below and save it as Intro 24.

Computers (Title)

An Introduction to Hardware and Software (Subtitle)

Hardware (Heading 1)

Hardware relates to those parts of a computer system that you can touch, such as the system box, the monitor, the keyboard and the mouse.

Computers (Heading 2)

Computers can be divided into the following categories: supercomputers, mainframe computers, minicomputers and microcomputers.

Supercomputers (Heading 3)

Supercomputers are extremely powerful and used for applications such as weather forecasting.

### ► Intro 25

With Intro 24 still open, apply the styles shown in brackets to the lines in question. For example, you should apply **Title** style to the first line, **Heading 1** style to the second line and so on. Save as Intro 25. The text should now look something like that shown on the next page.

# Computers (Title)

*An Introduction to Hardware and Software (Subtitle)*

## Hardware (Heading 1)

Hardware relates to those parts of a computer system that you can touch, such as the system box, the monitor, the keyboard and the mouse.

## Computers (Heading 2)

Computers can be divided into the following categories: supercomputers, mainframe computers, minicomputers and microcomputers.

## Supercomputers (Heading 3)

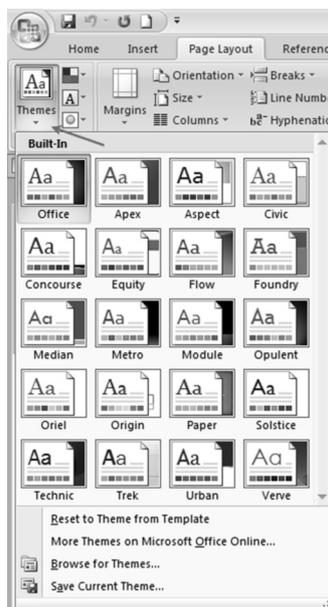
Supercomputers are extremely powerful and used for applications such as weather forecasting.

### ► Intro 26

With Intro 24 still open, click **Change Styles** in the **Styles group** and **Style Set** and draw the mouse pointer over the different available styles and then click **Formal**. Save as Intro 26.

### Themes

Apart from changing style sets, we can also change Style Themes by clicking the **Layout** tab and then in the **Themes** group, clicking the **Themes** button.



### ► Intro 27

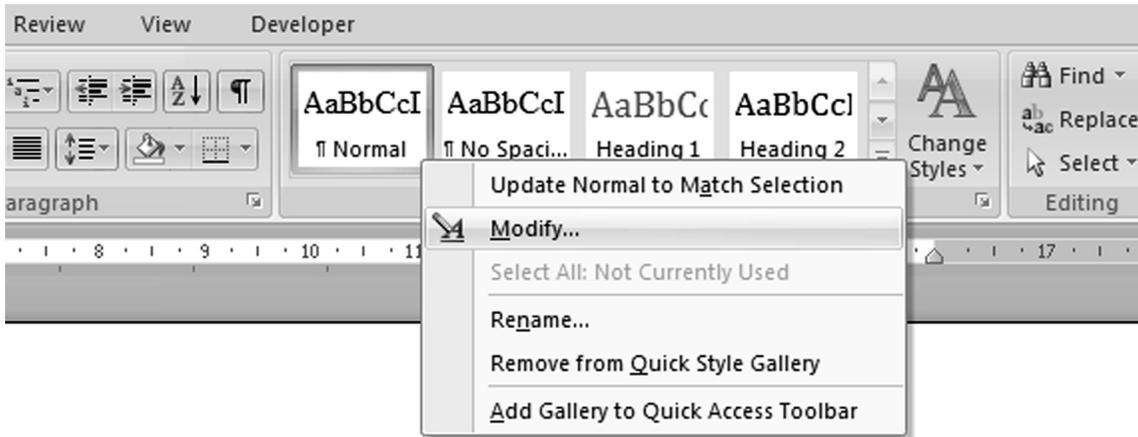
With Intro 26 still open, click the **Metro** theme button and save as Intro 27.

### Changing Word's default setting

When using Word 2007 software for the first time you may have noticed that it has the following default setting: Calibri font, 11 points font size, 1.15 line spacing, 10 point spacing after a paragraph, (i.e. when the return or entry key is pressed).

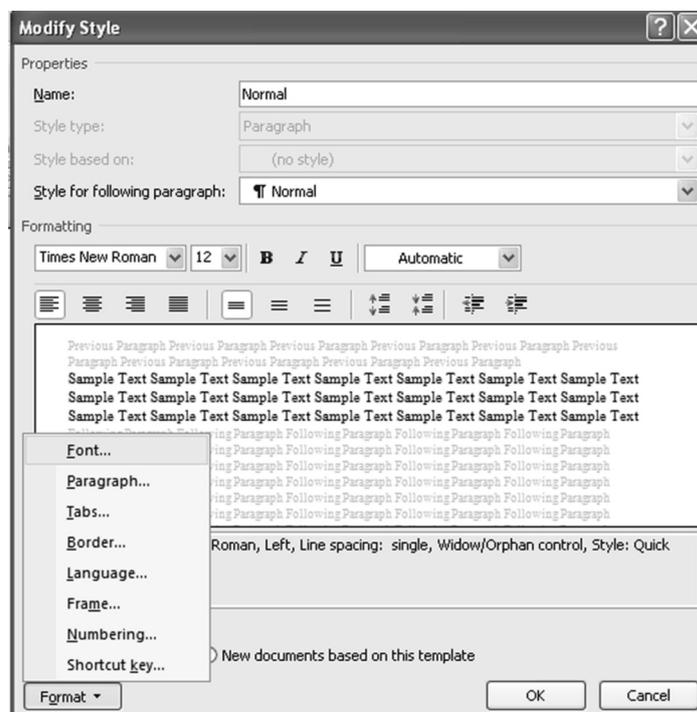
The settings mentioned on the previous page have been built into the **Normal** style or the so-called Normal template. Now let us assume that we want to change the Normal settings to: Times New Roman font, 12 points font size, single-line spacing, and 0 point spacing after a paragraph.

To do this, draw the mouse pointer over the **Normal** button, which is in the **Styles** group on the **Home** tab. Then, right-click, i.e. click the right side of the mouse, and click **Modify**.



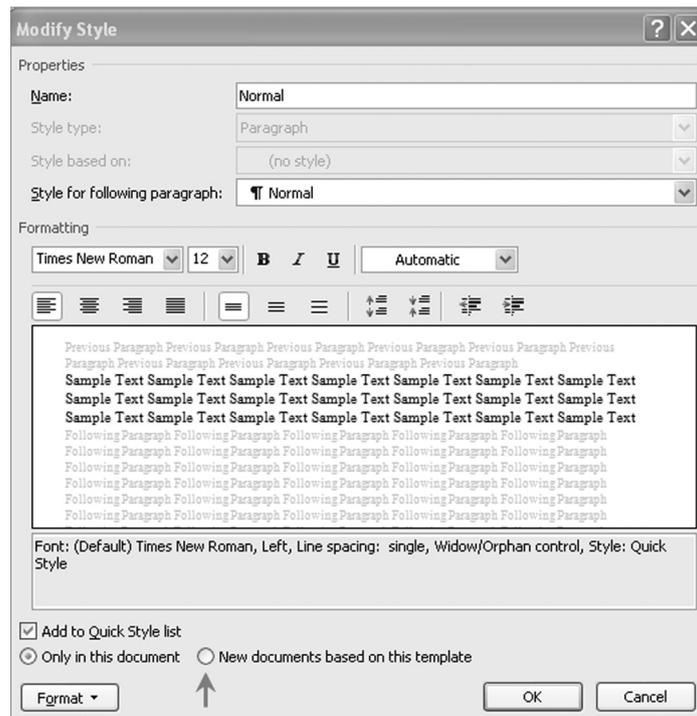
**Note** — If the Normal style button is not visible as shown above, click the Styles Launcher, i.e. the arrow at the bottom right, under the Styles group of buttons, draw the mouse pointer over Normal and proceed as above.

In the **Modify Style** dialog box, click **Format** and **Font**.



In the **Font** dialog click on the font and the font size required and click **OK**. Still in the **Modify Style** dialog click **Format**, then **Paragraph** and in the Paragraph dialog in the **Spacing** section, select 0 pt in the **After** box, and Single in the **Line spacing box** and then click **OK**.

Finally, click the **New documents based on this template** button and click **OK**.



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Change the Normal style to Arial font, 12 points font size, double line spacing with 20 points spacing after a paragraph. Then open a new document and note the normal template settings. Then change the Normal style to the setting you wish to use.

## Conclusion

This concludes our introduction to Word 2007. We are now ready to start applying Word to practical exercises.