

WORD 2007 Part 2

Objectives:

- Learn about the Ribbon.
- Learn how to adjust document layout using Page Layout.
- Learn multiple ways to select text.
- Learn how to work with two documents open.
- Learn to apply bullets, numbers, and indentation.
- Learn to use Copy/Paste and Cut/Paste and the Clipboard.
- Learn to insert page breaks, tables, page numbers, dates, and symbols.
- Learn about Print and Print Preview.



Word 2007 Part 2 – Tips

1. Adjust page Margins and paper orientation using **Page Layout** tab. Click on **Margins** button, select from dropdown menu or **Custom Margins** to open **Page Setup**.
2. To show Invisible characters, click on the **Show/Hide ¶** button on the **Home** tab.
3. **Selecting:**
 - Drag over text while holding down left mouse button to select several words at once. You can drag the mouse up or down to select other lines. Be sure to start at the end or the beginning but not in the middle.
 - If you select the wrong area, immediately un-select it by clicking anywhere in the document.
 - Double-click within a word to select the entire word. Triple-click within a paragraph to select entire paragraph. Hold down **Ctrl** key and click once within sentence to select a sentence.
 - Move cursor into left margin until it turns into an arrow, then click to select entire line. You can drag up or down to select several lines at once.
 - To select a LONG area of text, first select a little bit at one end. Then hold down the **Shift** key while you click at the other end.
 - To select ALL the text, click on **Select** button on **Home** tab, or triple click in left margin, or press **Ctrl + A**.
4. To work on two documents, open both documents, click on **View** tab, then on **View Side by Side**. To close, click on **Windows** button, then **View Side by Side**.
5. For **Bullets** and **Numbers**, on the **Home** tab click on **Bullets** or **Numbering** button and type in items. Each time you hit **Enter** the next bullet or number appears. You may edit list by adding items and numbers will adjust automatically. If list of items already exists, click and drag to select list, then click on **Bullets** or **Numbering** button.
6. To **Indent** on **Home** tab, use **Increase** and **Decrease Indent** buttons for ½” indent, or click on **Page Layout** tab and use **Indent** box or the **Paragraph** dialog box.
7. To Cut/Paste or Copy/Paste:
 - Select the text you want to cut or copy (to select, click and drag the Mouse through the text).
 - Click on **Cut** or **Copy** button on **Home** tab.
 - Click on **Paste** button on **Home** tab.
8. To insert a page break, click on **Page Layout** tab, then on **Breaks** button and select **Page**. Also, **Ctrl + Enter** will create a page break.
9. To insert special characters, click on **Insert** tab, then **Symbol** button. Use **More Symbols** to get symbol dialog box for full list, double click to insert symbol.
10. To insert today’s date, click on **Insert** tab then **Date and Time** button.
11. To insert a table, click on **Insert** tab, then on **Table** button. Click and drag over squares to choose size of table. Make sure cursor is flashing where you want to put the table.