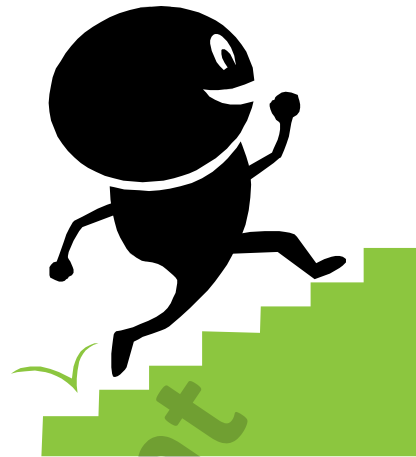


Easy Way



Teach yourself...

Microsoft Word 2007

(Level 1)

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Teach Yourself Word 2007 (Level 1)

This book is designed to teach beginner topics for learning Microsoft Word 2007. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

An assignment is included in the Appendix which revises all topics learnt.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

Retrievable exercise files are used with this book. These will be sent to you in the form of a zipped file. Instructions for unzipping the file are included on the next page.

© cherylprice.co.nz, November 2009

Author:

Cheryl Price
T.Dip.WP, T.Dip.T

Disclaimer

All rights reserved. This publication may be photocopied by the owner or license holder of this product.

No patent liability is assumed with respect to the use of the information contained herein.

While every precaution has been taken in the preparation of this book, the owner and author assume no responsibility for errors or omissions.

Neither is any liability assumed for damages resulting from the use of the information contained herein.

cherylprice.co.nz

PO Box 187
Matakana

Web address:

www.cherylprice.co.nz

Published and printed in New Zealand

Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:


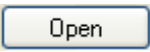




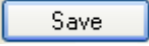
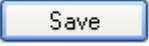
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on <u>Easy Way – Microsoft Word 2007</u>
5	Click on the <u>Free download</u> hyperlink, ie Word 2007, Level 1 Free download The File Download dialog box will display.
6	If you have Winzip use the following instructions otherwise move to step 7.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder .
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
7	Click on  and ensure My Documents folder is displayed. Click on 
8	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files. You will need to double click on this folder to use the exercise files in this book.

Table of Contents

What is Microsoft Word?	v
Default Settings	vi
Font and Font Size	vi
Paragraph Formats	vii
Page Layout	vii
Word Processing Terminology	viii

Section 1:

The Word 2007 Screen, Create, Save, Open and Print Documents, Cursor Movements, Zoom and Document Views

Starting Microsoft Word	2
The Office Button	2
The Ribbon	3
Saving a document	4
Closing a document	4
Creating a new document	5
Opening a document	5
Quick Print	6
Zoom	6
Cursor Movements	7
Vertical Scroll Box	7
Status Bar	8
Saving changes to the document on screen and retaining the original document	8
Minimize, Restore Down and Maximize	9
Closing a document without saving changes	9
Document Views	10
Print Layout	10
Full Screen Reading	10
Web Layout	11
Outline	11
Draft	12
Exiting Microsoft Word	12
Consolidation Exercises	13

Section 2:

Selecting Text and Editing, AutoCorrect, Spelling and Grammar, Find and Replace, Help

Correction Signs	17
Selecting Text	18
Basic Editing Summary	21
Moving text	22
Copying text	23
Drag and Drop	24
AutoCorrect	25
Spelling and Grammar	26
Spelling and Grammar Options	27
Synonyms and Thesaurus	28
Proofreading	28
Find and Replace	29

Set Language Options.....	31
Changing the Default Language	31
Help.....	33
Consolidation Exercises.....	35

Section 3:

Text Formats, Paragraph Alignment, Paragraph Formats, Format Painter

Fonts	38
Font Formatting As You Type.....	39
Font Dialog Box.....	40
Mini Toolbar	40
Paragraph Alignment	41
Paragraph Formats	43
Line Spacing and Indents.....	43
Paragraph Dialog Box.....	44
Bullets and Numbering	45
Format Painter.....	46
More Paragraph Formats	47
First Line and Hanging Indents.....	47
Tabs.....	48
Left tabs	48
Centre Tabs	49
Right Tabs.....	49
Decimal Tabs	50
Leader Tabs.....	50
Consolidation Exercises.....	53

Section 4:

Page Formats, Printing and Print Preview, Passwords and File Management

Page Layout	57
Margins Button	57
Changing Margins using Rulers.....	57
Orientation	58
Paper Sizes.....	58
Page Setup Dialog Box	59
Vertical Alignment.....	59
Page Breaks.....	61
Page Numbers	63
Printing.....	64
Print Preview.....	65
Passwords.....	66
File Management	67
Selecting Files.....	68
Renaming Files	68
Creating Folders.....	68
Changing and Moving through Drives/ Folders	68
Locating Files.....	69
Consolidation Exercises.....	70

Appendix

Assignment	74
Keyboard Shortcuts.....	81

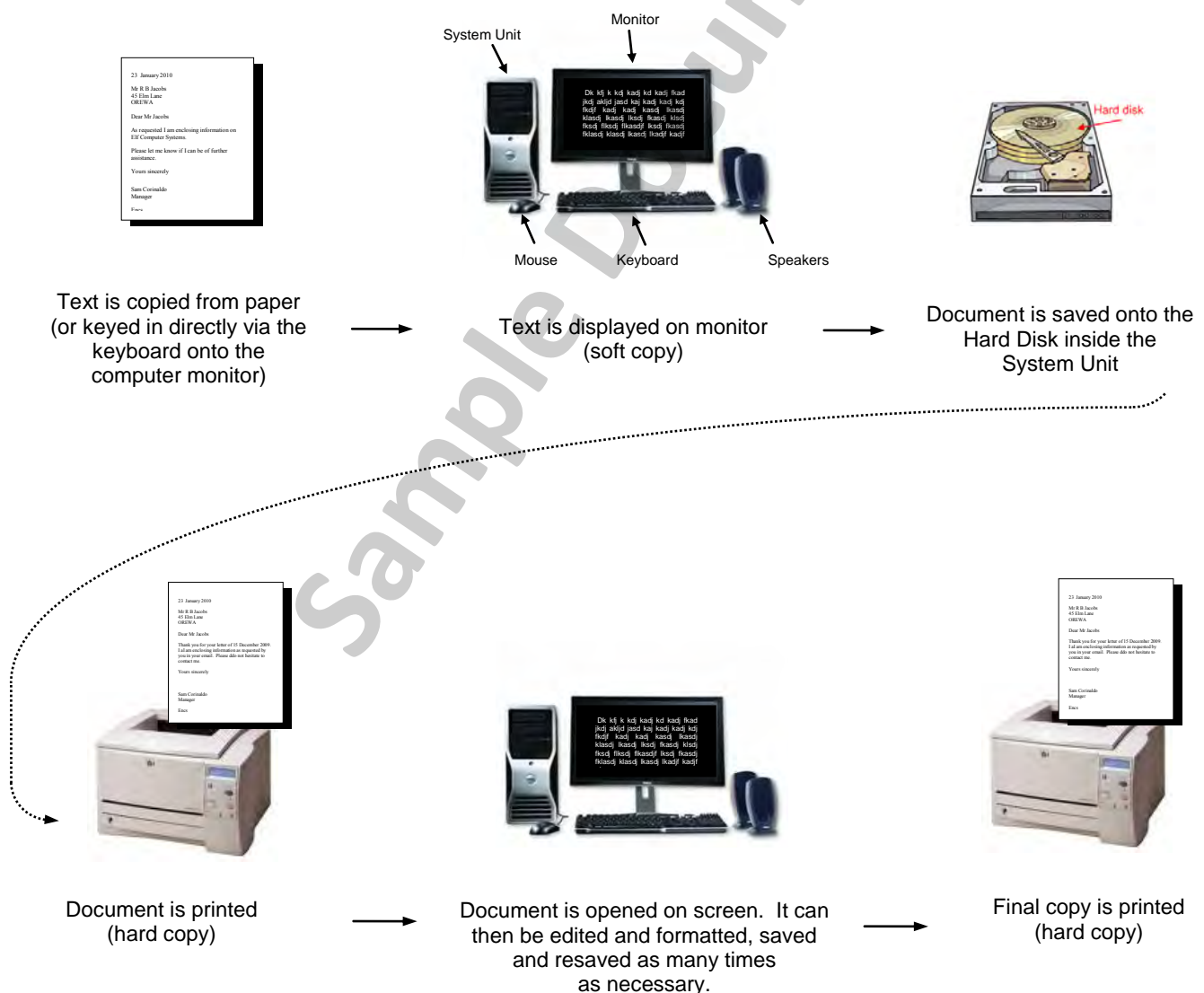
What is Microsoft Word?

Microsoft Word is a word processing program that allows you to create text and/or graphics using a keyboard which is displayed on screen (referred to as “soft copy”). The document is then saved onto the hard disk in your computer system. A document can be opened on screen and edited and formatted (as many times as necessary). A “hard copy” can be produced by sending the document to the printer.

A word processing program generally includes the creation of -

- General correspondence, eg letters, memos, faxes
- Reports, travel documents, Minutes of meetings, financial documents
- Advertisements, flyers, brochures
- Mail merges (ie direct mail), labels, tables
- Manuals, other documentation

The Process of a Word Processed Document

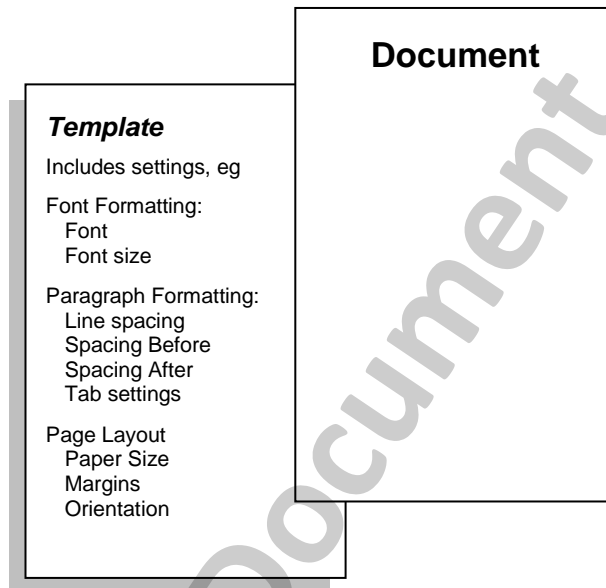


Default Settings

Microsoft Word 2007 contains settings that need to be changed when using this book. “Default settings” is the term used for formats that apply to every document that is created.




In Microsoft Word a “template” is attached to every document which sits behind the document and contains the default settings. The template that is attached to all documents is called the Normal Template.

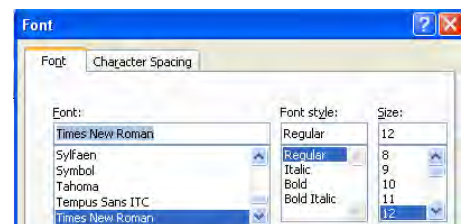
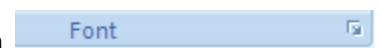
The following diagram is a simplistic illustration:



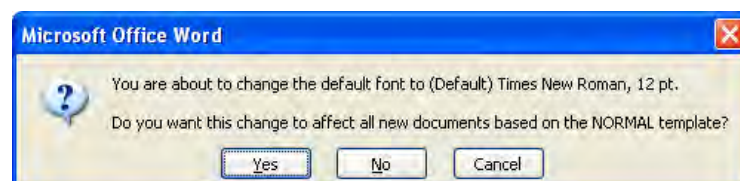
If you know how to start Word 2007 you can change the following defaults (you can use the instructions from Section 1, page 2). If not, wait until you have finished Section 1 and are familiar with the Word 2007 screen.

Font and Font Size

- 1 Click on the diagonal arrow at the right of Font on the Ribbon
- 2 Click on the Font  (or drag the scroll box) until you see Times New Roman then click on this font.
- 3 Click on the Size  and select 12.
- 4 Click on 



The dialog box shown below will be displayed:



- 5 Click on Yes.

Paragraph Formats

- 1 Click on the diagonal arrow at the right of Paragraph on the Ribbon - **Paragraph**.

- 2 Ensure that settings are displayed as shown at the right, ie

Alignment: Left

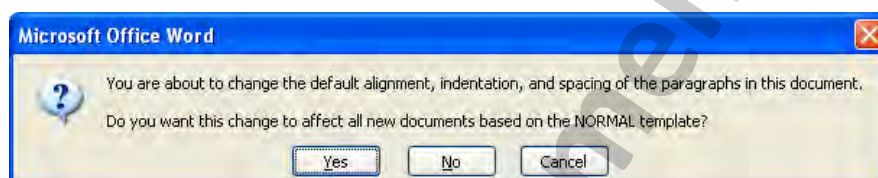
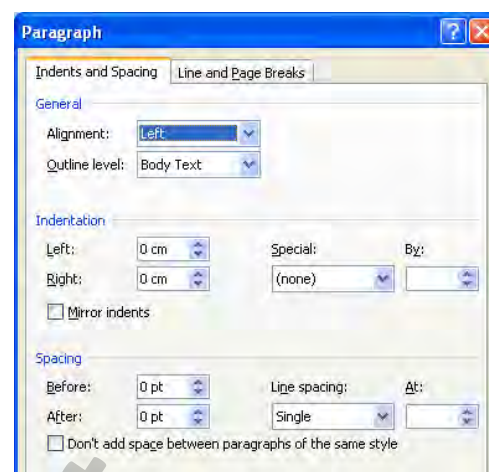
Indentation: 0 cm Left and Right.

Spacing Before and After: 0 pt

Line spacing: Single

- 3 Click on **Default...**

The dialog box shown below will be displayed:



- 4 Click on Yes.

Page Layout

- 1 Click on the Page Layout tab at the top of the screen.

- 2 Click on the diagonal arrow at the right of Page Setup on the Ribbon - **Page Setup**.

- 3 Ensure that settings are displayed as shown at the right, ie

Margins, Top, Bottom, Left, Right: 2.54 cm

Orientation: Portrait

- 4 Click on the Paper tab at the top of the dialog box.

- 5 Ensure that settings are displayed as shown at the right, ie

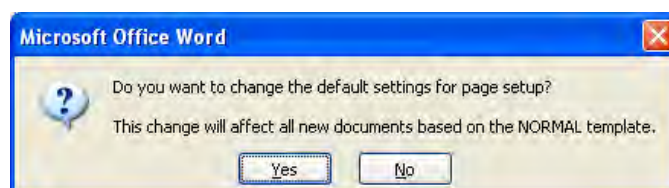
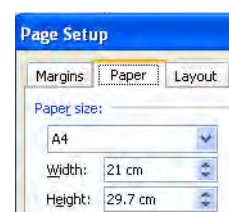
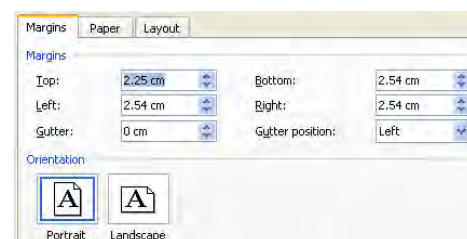
Paper size: A4

Width: 21 cm

Height: 29.7 cm

- 6 Click on **Default...**

- 7 The dialog box shown below will be displayed:



- 8 Click on Yes.

Word Processing Terminology

Bold	Emphasises the text, ie it is darker.
Bullets	Symbols used at the beginning of selected paragraphs to itemise those paragraphs.
Centring	The term centring is given to text that is centred between the left and right margins (ie horizontal centring) or between the top and bottom margins (ie vertical centring).
Clipboard	The place where text is temporarily stored when it is cut or copied – and can then be pasted, ie inserted in another location, or another document.
Close	When you have finished with a document, ie have typed, saved and/or printed, you must close the document, ie remove it from the screen.
Copy and Paste	Text is copied to the Clipboard for pasting to another location, or document.
Cut and Paste	The term given by Microsoft Windows for “move”. Text is cut to the Clipboard for pasting to another location, or document.
Creating a document	The term given to when you start a new document for typing in text, or for pasting text from another document.
Default Settings	The settings that occur in every new file you create, eg the font may be Times New Roman 12 pt, paper size will be A4 etc.
Deleting	The term given to removing text (which can be selected) from your document.
Dialog Box	When you select a command in Microsoft Word, eg to Save, a dialog box will appear on screen for you to choose options.
Folder	Just like a folder in a filing cabinet, a folder on a computer allows you to store/save files.
Document	The term given to a word processing file, eg a letter, memo, fax etc.
Edit	To make alterations to your document, eg delete text, move text etc.
File name	When a document is saved a file name must be assigned to that file to identify it from other documents, eg for opening, printing etc.
Font	A font is a style of type.
Font Size	The font size refers to how large or small the font appears, eg 18 pt font size is larger than 16 pt.
Formatting	The term given to changing the document, ie text formatting (font, font size, bold, italics etc.); paragraph formatting (indents, tabs, line spacing etc.); page formatting (margins, paper size, page numbers etc.)
Header/footer	Text that appears on every page of your document (a header is at the top of the page and a footer is at the bottom of the page).

Keyboard Shortcut	The term given to “quick keys”, eg the Keyboard Shortcut for Bold is Ctrl B, Italics is Ctrl I etc.
Margins	The areas of white space and the top, bottom, left and right edges of your document.
Menu	A list of choices, eg the Shortcut Menu displays various options.
Open	When a document is opened it is displayed on screen – usually for editing or formatting.
Page Formatting	Refers to the layout of the document on the page, eg margins, paper size, orientation, vertical centring etc.
Page Numbering	Numbers are inserted into a header or footer to appear automatically on every page. When text is edited the page numbers will adjust.
Paragraph Formatting	Refers to the formatting of a paragraph, or selected paragraphs, eg alignment, indents, tabs, line spacing, bullets and numbering etc.
Pasting	When text is cut or copied to the Clipboard it can then be pasted, ie inserted in another location, or another document.
Previewing	A document can be Print Previewed prior to printing to check that all formatting and page breaks are correct.
Printing	When a document is printed it is sent to the printer to produce a hard copy.
Redo	Redo reverses the procedure you have used with the Undo button, eg if you have deleted text then clicked on the Undo button you can then use the Redo button to restore the text again.
Save	The term given to the process of filing/storing the document on your computer system.
Selecting	The term given to the process of defining, or highlighting text so you can perform another action, eg to copy, cut, change the font and/or font size etc.
Shortcut Menu	When you right click in Microsoft Word the Shortcut Menu will be displayed which allows you to select from options.
Status Bar	A line of information at the bottom left of the Word screen. It shows the page number, number of pages, number of words and dictionary used.
Text Formatting	Refers to changing the appearance of selected text, eg font, size, colour, bold, underlining, italics etc.
Toggle	Toggle refers to when a keystroke is used to turn a feature on and also to turn it off, eg Ctrl B.
Undo	The Undo feature is used to reverse an action, eg if you had deleted text and then wanted it back in the document you would click on the Undo button.
Zoom	Zoom refers to the magnification of the document, ie you can zoom in to increase, or zoom out to decrease.

Section 1

The Word 2007 Screen

Create, Save, Open and Print Documents

Cursor Movements

Zoom and Document Views

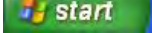
Learning Outcomes

At the end of this section you should be able to -

- Start and exit Word 2007
- Identify parts of the Word 2007 screen
- Understand the Ribbon and groups
- Create, save, open, print and close documents
- Practise cursor movements
- Use the Zoom feature and Document View options
- Minimize, Restore Down and Maximize a document

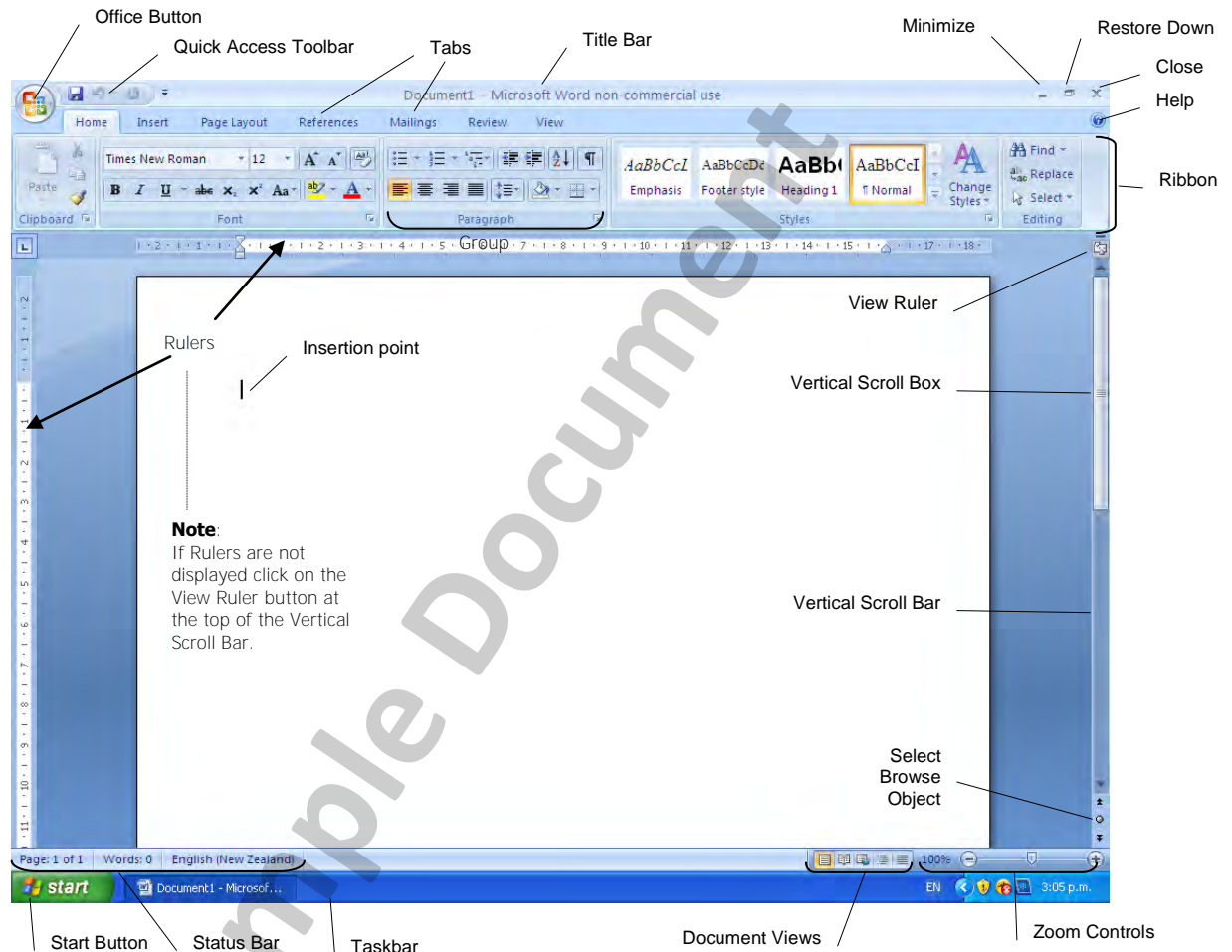
Starting Microsoft Word

Exercise 1

- 1 Click on  in the bottom left corner of your screen.
- 2 Move the mouse pointer onto All Programs then across to Microsoft Office.
- 3 Move the mouse pointer across and down to Microsoft Office Word 2007 and click.


Microsoft Word will be displayed on screen with a new document, ready for you to enter text.

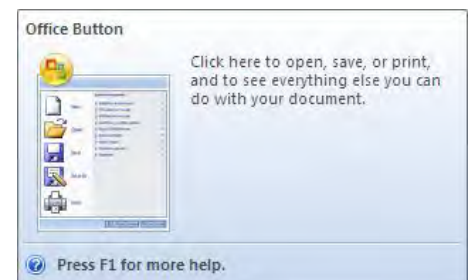
Microsoft Office Word 2007 appears on the Start menu after you have used it three times. You can click on it to start Word.





You can move the mouse pointer to various parts of the screen to see a description of that part.

The Office Button

The Office Button  at the top left of the Microsoft Word screen is used to save, open, print and close documents. When you move the mouse pointer up to the Office Button the description at the right will be displayed.



Exercise 2

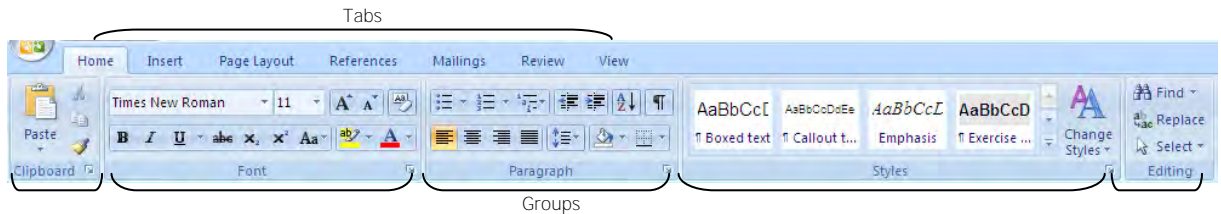
- 1 Move the mouse pointer onto the Office Button.
- 2 Read the information displayed.
- 3 Move the mouse pointer away from the Office Button description.
- 4 Now look at the description of Help  then Format Painter  (under the Office Button, in the Clipboard group).





Esc

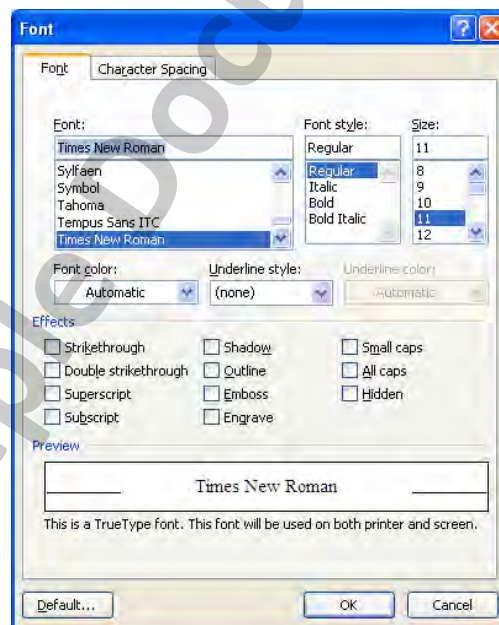
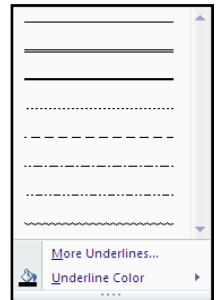
The Ribbon

The Ribbon is a new feature in Microsoft Word 2007 and replaces menus and toolbars that were used in previous versions of this program. It is divided into groups and used as follows:

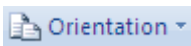

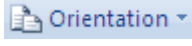
- (a) When you click on a tab, groups will be displayed relating to that particular feature, eg the Home tab displays the groups shown below, ie Clipboard, Font, Paragraph, Styles, Editing.



- (b) Clicking on a down arrow  displays options for that feature, eg clicking on the down arrow at the right of Underline  in the Font group displays underlining options as shown at the right.
- (c) Clicking on  to the right of the group name displays the relevant dialog box, from which you can also select the same, and additional options, eg clicking on the Font  displays the dialog box for that group as shown below. (Click on Cancel to remove the dialog box.)



Exercise 3

- Click on the Page Layout tab.
- In the Page Setup group click on the Orientation down arrow .
- Write down the two options that are displayed.....
- Click to remove options.
- Click on the Page Setup  which displays
(You will notice there is an Orientation section with the same options as the  button in the Page Setup group on the Ribbon.)
- Click on Cancel.
- Click on the Home tab.

➤ Exercise 4

- 1 Type the text shown below onto your screen using the following instructions:
 - a To type the heading in uppercase press the Caps Lock key. Type ONLINE AUCTIONS then press the Caps Lock key to turn off uppercase typing.
 - b Press Enter twice to insert a blank line.
 - c For an initial uppercase letter, eg the A of An, hold down the Shift key on the opposite side of the keyboard to the letter you are going to type, ie hold down the right Shift key, type A then release the Shift key. Continue typing the remainder of the word.
(The Shift key is also used to type the top symbols on the keys showing two symbols.)
 - d Type the remaining text. Leave any typing errors – you will correct these in Exercise 8. Do not press Enter at the end of each line as the text will automatically wrap to the next line. (Enter is pressed once for a new line or twice for a new paragraph.)

ONLINE AUCTIONS

An online auction business is a web site where participants bid for products and services over the Internet. The process of buying and selling in an auction format is made possible through auction software which regulates the various processes involved.



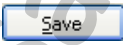
Saving a document

Ctrl S Every document you create must be saved with a unique name (called the “file name”) so you can recall it to the screen for editing, formatting or printing at a later time. (Keep file names simple and relevant to the document. You can use letters and numbers, hyphen and underscore.)

➤ Exercise 5

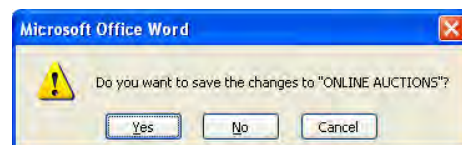
You can click on the Office Button then click on Save.

The Quick Access Toolbar may be displayed under the Ribbon.



- 1 On the Quick Access Toolbar  at the top left of your screen click on the Save button .
- The heading becomes the file name for your document, ie ONLINE AUCTIONS (OR you can type another file name on top of the given file name).
- 2 Click on . The file name is now displayed at the top of the screen, ie ONLINE AUCTIONS – Microsoft Word.

Closing a document

Ctrl W When you have finished with a document you need to close it. If you haven't saved any changes, you will be prompted to do so (as shown at the right).



➤ Exercise 6

- 1 Click on the Office Button.
- 2 Click on  .

Creating a new document

Ctrl N



When you first enter Microsoft Word a blank document automatically appears on screen. When this document is closed you will need to create each new document from then on.

In the following exercise you will correct basic spelling and grammatical errors.



Exercise 7

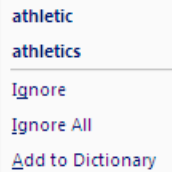
You can double click on Blank Document

- 1 Click on the Office Button.
- 2 Click on  **New**. Blank Document is already selected in the New Document dialog box.
- 3 Click on .
- 4 Type the following text carefully, and **exactly** as shown below.
Notice when you type **The** that it is corrected automatically.
You will correct errors in steps 5-10 underneath.

WHAT IS A TRIATHLON?

A triathlon is an athlettick event that includes swimming, running, and cycling. Teh triathlete therefore must frocus his or her training on all three parts. There is actually five different lengths of triathlons; they range from short and doable to crazy long. (Press Enter)

- 5 Position the mouse pointer in the middle of the word **athlettick** and click the right mouse button (referred to as "right clicking"), which displays the Shortcut Menu. Click on the first option.
- 6 Right click on **frocus** and select the correct option.
- 7 Notice that **Teh** has been corrected automatically.
- 8 Right click on **triathlete** then click on Add to Dictionary. (Future occurrences of that word will not be displayed as errors).
- 9 Correct any other errors you may have made.
- 10 Correct **There is** by right clicking on **is** and selecting the correct option, ie **are** (The wiggly green line under **is** was not displayed until you pressed Enter at the end of the paragraph.)
- 11 Save the document with the file name **Triathlon** (In the Save dialog box simply type the file name **Triathlon** over the text displayed in the File name: box, ie WHAT IS A TRIATHLON? then click on Save).
- 12 Close the document.

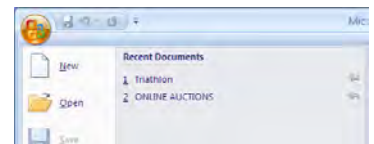


athletic
athletics
Ignore
Ignore All
Add to Dictionary

Opening a document



Ctrl O

A document is "opened" when you need to recall it to the screen, eg for editing.



Exercise 8

- 1 Click on the Office Button. A list of Recent Documents is displayed at the right.
- 2 Click on the file name of the document required, ie **ONLINE AUCTIONS**.

(If the required document is not displayed on the Recent Documents list click on  **Open**. Click on the file name of the document required then click on .

You can double click on a document to open it.

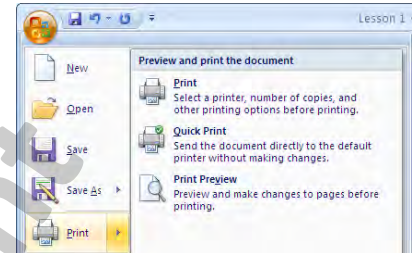
- Ctrl End
- 3 Click at the end of the document and press Enter twice to start a new paragraph.
 - 4 Correct any errors you may have made then type the following:

The most common online auction web site in Australia is EBay and in New Zealand it is TradeMe.


- Ctrl S
- 5 Click on the Save button  on the Quick Access Toolbar to save and replace the document.

Quick Print

The Quick Print option sends the document directly to the default printer.



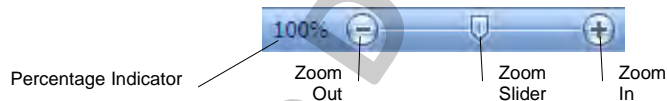
➤ Exercise 9

- 1 Click on the Office Button.
- 2 Move the mouse pointer down to  **Print** then across to Quick Print.
- 3 Click on Quick Print. The document will be sent to the printer.
- 4 Close the document.

Zoom

You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size. The Zoom Controls on the Status Bar are located at the bottom right of your screen.

Clicking on the Percentage Indicator opens the Zoom dialog box



You will notice that the Zoom Slider is in the middle of the bar, ie at 100% view.

The Zoom Controls are used as follows:

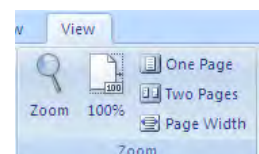
- (a) Drag the Zoom Slider to the left to reduce the size of your document.
- (b) Drag the Zoom Slider to the right to enlarge the size of your document.

OR

- (a) Click on the Zoom Out button to reduce by increments of 10%.
- (b) Click on the Zoom In button to enlarge by increments of 10%.

➤ Exercise 10

- 1 Open the document called **Africa**
- 2 Drag the Zoom Slider to the left, to the middle, to the right and then back to the middle (ie 100%)
- 3 Click on the Zoom Out button three times to zoom to 70%.
- 4 Click on the Zoom In button three times back to 100% then another three times to 130%.
- 5 Change to 100% view.
- 6 Click on the View tab, then click on Two Pages, One Page, Page Width, then 100%.
- 7 Leave your document on screen for the next exercise.



Cursor Movements



The mouse pointer shows as follows on the Microsoft Word screen.

I The mouse pointer is displayed as an insertion point, sometimes called an I-Beam when it is within text. You can move the insertion point to the location required, then click the left mouse button to set the cursor at that position.



The pointer changes to a left pointing arrow when it is moved to the scroll bars, Status Bar, or to the top part of the screen.

The table below shows quick cursor movements for both the mouse and keyboard shortcuts.

Cursor Position	Mouse	Keyboard Shortcut
A character at a time	Move mouse and click	Right → or Left ←
A word at a time	Move mouse and click	Ctrl → or Ctrl ←
Beginning of line	Move mouse and click	Home
End of line	Move mouse and click	End
A line at a time	Move mouse and click	Up↑ or Down ↓
Down one paragraph	Move mouse and click	Ctrl ↓
Up one paragraph	Move mouse and click	Ctrl ↑
Bottom of current window	Move mouse and click	Alt Ctrl Page Down
Top of current window	Move mouse and click	Alt Ctrl Page Up
Down one window	Click below Vertical Scroll Box	Page Down key
Up one window	Click above Vertical Scroll Box	Page Up key
Down one page	* Click on  at bottom right of screen	Ctrl Page Down
Up one page	* Click on  at bottom right of screen	Ctrl Page Up
Beginning of document	# Drag the Vertical Scroll box to the top of the Vertical Scroll Bar and click	Ctrl Home
End of document	# Drag the Vertical Scroll box to the bottom of the Vertical Scroll Bar and click	Ctrl End

* See below





See below

Ctrl G

Go To

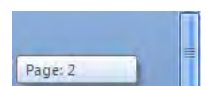
The Go To feature allows you to move to a specific page (or other location) in your document. Simply press Ctrl G, enter the page number then click on Go To. Click on Close.

* Select Browse Object

If you cannot move up or down a page at a time click on the Select Browse Object button  at the bottom right corner of the Microsoft Word screen and select the Page option . When you click on the  (Next Page) and  (Previous Page) buttons you will then be able to move a page at a time through your document.

Vertical Scroll Box

The Vertical Scroll Box can be dragged up or down on the Vertical Scroll Bar to display a page indicator. When you release the mouse button the page shown will be displayed.



Status Bar

The Status Bar at the bottom left of the screen displays information about the document on screen, ie the page you are on, the number of pages, number of words and the dictionary used.

Page: 1 of 5 Words: 2,218 English (U.K.)

Exercise 11

- 1 With the document called **Africa** on screen practise moving the cursor around the document, using both mouse and keyboard shortcuts shown on the previous page.
- 2 Which is the quickest way to move the cursor -
to the end of a document
to the end of a line
to page 3
- 3 The Status Bar shows the following information:
- 4 Close the document.


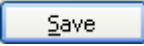
Saving changes to the document on screen and retaining the original document

- F12 Sometimes when you make editing and/or formatting changes you will want to retain your original document and save the edited document with a new file name.

Exercise 12





- 1 Open the file called **Triathlon**
- 2 Press Ctrl End.
- 3 Press Enter twice then type the following: (You will notice that **triathlete** is not shown as a spelling error because you added it to the dictionary in Exercise 7).

Training requirements increase as the triathlete works his or her way up the fitness chain. A sprint version requires the athlete to swim 750 metres, bike 20 km and run 5 km. You can then proceed to do a Half Iron Man if desired.



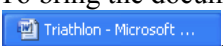

- 4 Click on the Office Button.
- 5 Click on  Save As
- 6 In the File name: box, on top of the existing file name, type a new name for your document, ie **Training Requirements**.
- 7 Click on  so the changes made are saved to the new document only. (The original document is therefore retained on file.)
- 8 Zoom to 75%.
- 9 View your document as Page Width (use the View tab).
- 10 View your document 100%.
- 11 Quick print the document and close.
- 12 Open the document called **Triathlon** and you will see that the original document has been retained. (The changes made have only been saved in the **Training Requirements** document.)
- 13 Leave your document on screen for the next exercise.

If you have more than one document open, you can switch from one document to another by clicking on the document icon on the Taskbar.

Minimize, Restore Down and Maximize

- Clicking on the Minimize button  at the top right of the screen reduces a window to a button on the Taskbar.
- Clicking on the Restore Down button  at the top right of the screen reduces the size of the current window. The Restore Down button will then display as the Maximize button .
- Clicking on the Maximize button  makes the window full screen again.

Exercise 13

- 1 Click on the Minimize button  at the top right of the screen.
The window will be minimized and reduced to a button on the Taskbar at the bottom of the screen .
- 2 To bring the document back to full screen click on the icon displayed on the Taskbar, ie .
- 3 Click on the Restore Down button  at the top right of the screen.
(The Restore Down button is now replaced with the Maximize button.)



The size of the window may vary to that shown above. It can be resized by moving the mouse pointer to outside edges of the window (and corners) then dragging outwards or inwards (see the arrow at the top right corner above).

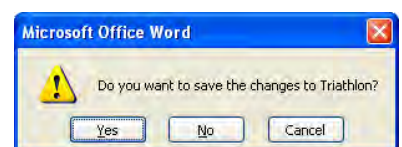
- 4 Click on the Maximize button  to make the window full screen again.

Closing a document without saving changes

Ctrl W

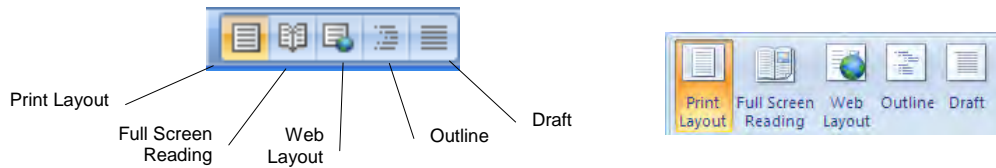
If you have not saved changes when you close a document, you will be requested to do so. If you click on No then only the original document will be retained.

- 1 Click at the end of the document, press Enter then type your name.
- 2 Click on the Office Button then click on Close.
- 3 Click on No. (The changes will not have been saved.)



Document Views

Microsoft Word 2007 has five different view options. These are available by using the Document View buttons at the bottom right of your screen as shown at the left below, OR, you can click on the View tab which displays the same view buttons in the Document Views group as shown at the right.



Exercise 14

- 1 Open the document called **Africa**.
- 2 Use this document to look at the views described below and on the next two pages.

Print Layout

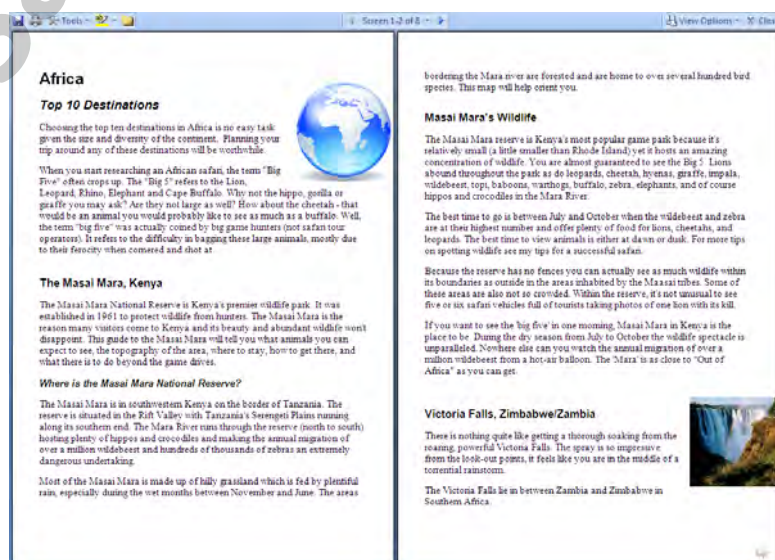
Alt Ctrl P

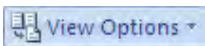
Print Layout is the default view and shows the document as it will be printed. Graphics, tables, columns, illustrations page numbers etc are displayed and can be edited.





Full Screen Reading

Full Screen Reading displays the document in a side-by-side format, designed for easier reading.



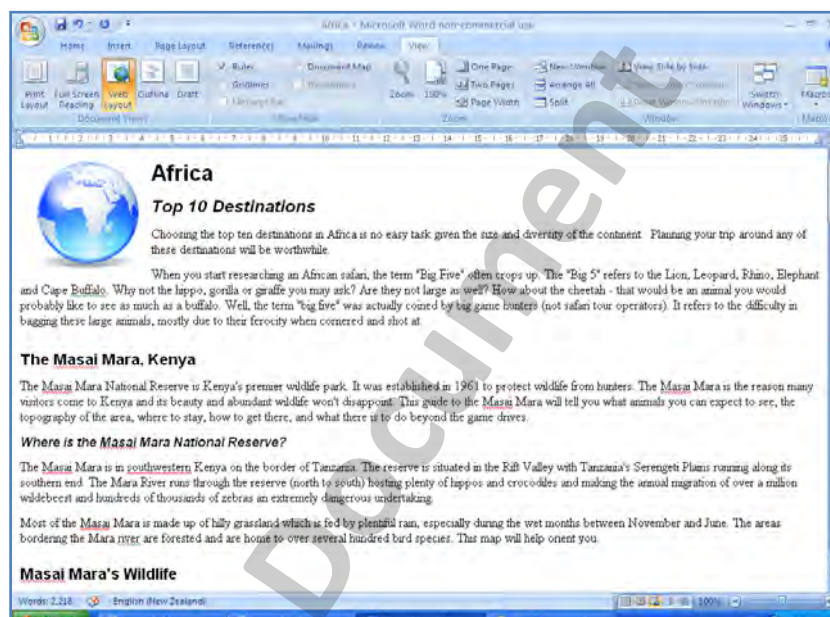
If you click on  at the top right of the screen you can increase the text size, show one page, show the page(s) as they will be printed, allow typing while reading etc. Other options are available on the toolbar at the top left of the screen, eg printing, highlighting text, adding comments.

You can move through pages of the document by clicking on  at the bottom right corner.

To exit from Full Screen Reading, click on  at the top right of the window.

Web Layout

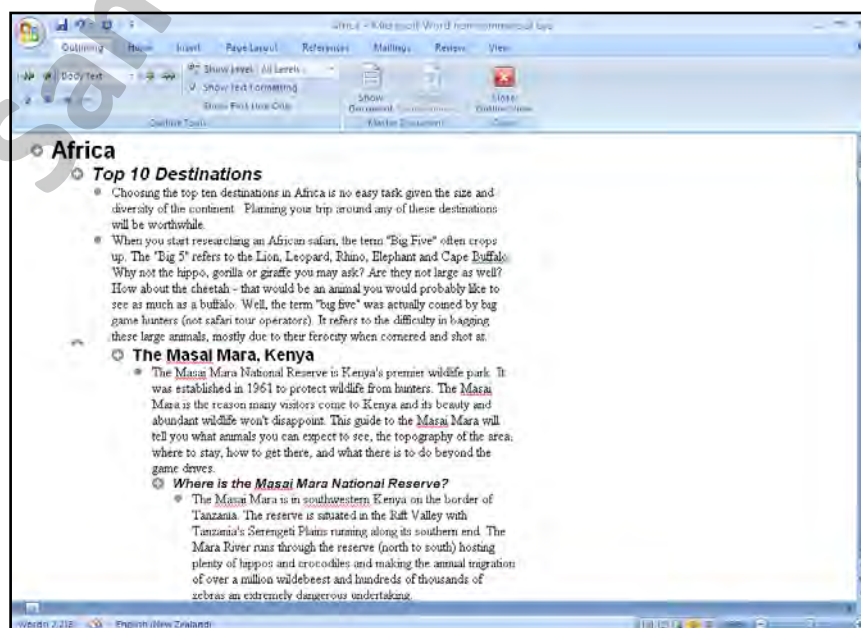
Web Layout displays the document (text and graphics) as it would appear as a web page on the Internet or on an Intranet.



Outline


Alt Ctrl O

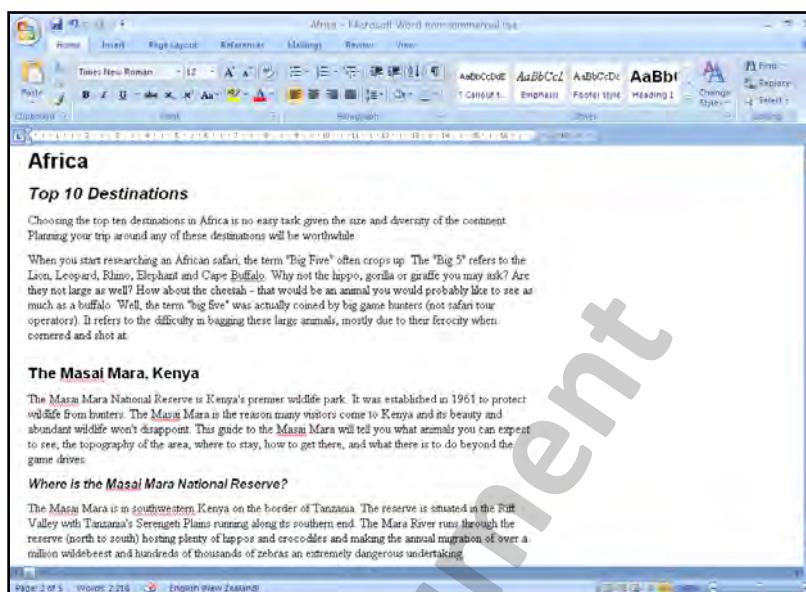
Outline view displays document headings which have been formatted using heading styles (a more advanced feature of Microsoft Word). Special options are available on the Ribbon to expand/collapse text and/or headings.



Draft


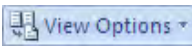





Alt Ctrl N

Draft view (referred to as Normal view in previous versions of Word) displays text only and page breaks, column breaks etc. Graphics, illustrations, page numbers etc are not displayed. You can move the Zoom Slider  at the bottom right of the screen to make the text larger (or smaller).



Exercise 15

(You may need to refer to pages 9-12 for this exercise)

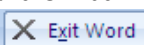
- 1 Ensure the document called **Africa** is displayed on screen.
- 2 Which view was displayed when the document was opened?
- 3 Switch to Full Screen Reading  and try out the options displayed on the  button at the top right of the screen.
- 4 Close Full Screen Reading view.
- 5 Which view is now displayed?
- 6 Switch to Web Layout view .
- 7 Have you noticed anything different to Print Layout view?
- 8 Switch to Outline view . What does this view display?
- 9 Switch to Draft view  and drag the Zoom Slider  (at the bottom right of your screen) to the right to enlarge the text.
- 10 Switch back to Print Layout view  then close the document without saving.

Exiting Microsoft Word


When you have finished using Microsoft Word you must exit from the program. If you haven't closed documents you will be prompted to do so.



Exercise 16

- 1 Click on the Office Button.
- 2 Click on .

Alt F4

You can click on the Close button  at the top right of the

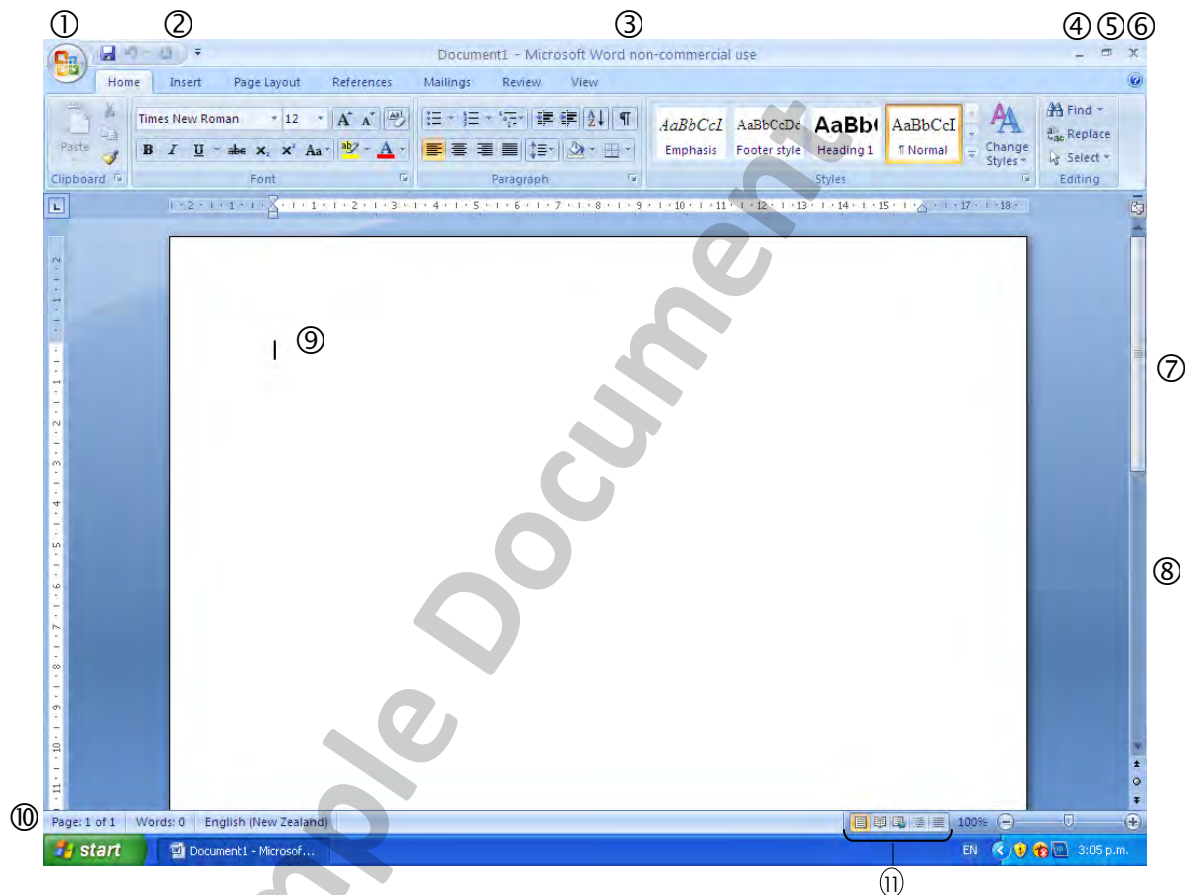
Consolidation Exercises

In addition to completing the following exercise you are also required to write the keyboard shortcut for that feature on the dotted lines in the margin.



Exercise 17

- 1 Start Microsoft Word.
- 2 Under the following diagram write next to the relevant number, the name and purpose of the various parts of the Microsoft Word screen that you have learnt in this lesson:

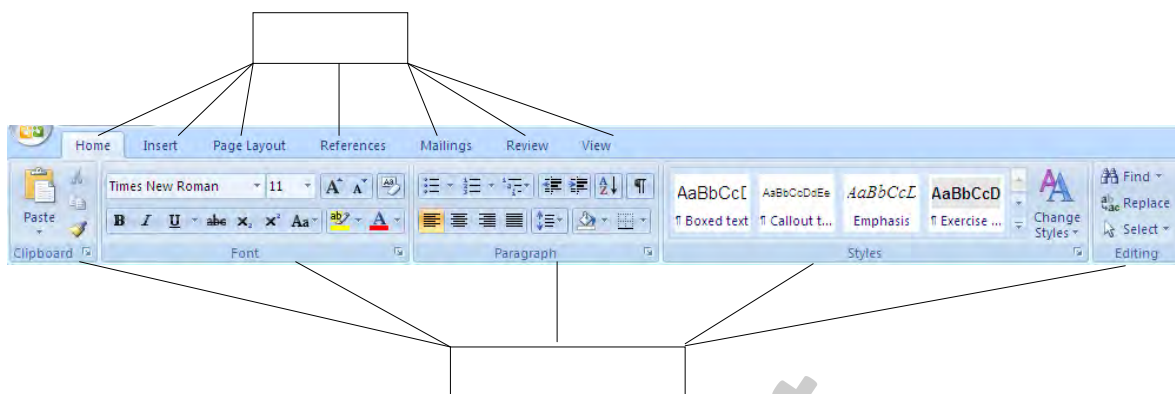



Name

Purpose


①
②
③
④
⑤
⑥
⑦
⑧
⑨
⑩
⑪

- 3 What is the name of the following section of the Word screen?
- 4 In the boxes below, write in the relevant names given to these areas.



- 5 Explain what the following symbols are used for:
A down arrow at the right of a feature 
- 6 The following section of the Word screen is called



- 7 Write the name and purpose of the parts indicated.
- | Name | Purpose |
|---------|---------|
| ① | |
| ② | |
| ③ | |
| ④ | |
- 8 The name of this Document View button  is and it is used to

➤ Exercise 18

- 1 Type the following exactly, using the Shortcut Menu to correct spelling and grammatical errors.

CHOCOLATE

Many people has a real passion for chocolate.

The sceret to choosíng good chocolate is in carefully reading the information on the label. Ideally chocolate should contain nothing more than cocao paste, cane sugar, cocoa butter and maybe a little cream and vanilla.

- 2 Save the document with the heading as the file name.
- 3 Close the document.



Exercise 19

- 1 Open the document called **CHOCOLATE**
- 2 Go to the end of the document and start a new paragraph.
- 3 Type the following exactly as shown.

*To much sugar and a low cocoa content meens that any chocolate
flavour will be masked by sweetness. (Press Enter)*

- 4 Correct spelling and grammatical errors.
- 5 Save the document with the file name as **Chocolate Ingredients**
- 6 Explain the difference between Save and Save As.
.....
.....
- 7 Change the Zoom Slider to display 84% view then 164%.
- 8 Using the View tab change to Page Width.
- 9 Change to 100% view.
- 10 How would you move the cursor –
to the beginning of a line
to the beginning of the document
down one page, in a multi-page document
- 11 Write down the information displayed on the Status Bar
- 12 Minimize the document.
- 13 Expand the document to full screen.
- 14 Use the Restore Down button to view the document in a smaller window.
- 15 Maximize the document.
- 16 Print the document.
- 17 Close the document.



Exercise 20

- 1 Open the document called **Scuba Diving**
 - 2 Display the document in different views, ie Full Screen Reading, Web Layout, Outline, Draft and then Print Layout.
 - 3 Press Enter at the end of the document and type your phone number.
 - 4 Close the document without saving.
 - 5 Exit from Microsoft Word.
- ⊗ Did you remember to write the shortcut keys in the margin where indicated by dotted lines?