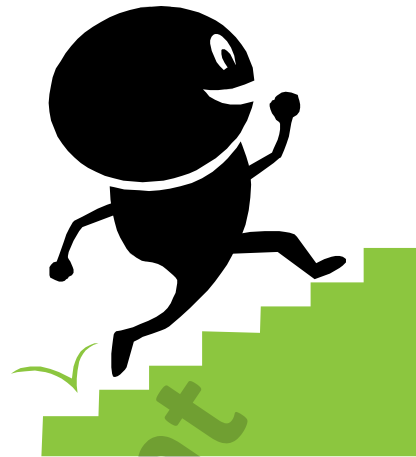


Easy Way



Teach yourself...

Microsoft Word 2007

(Level 2)

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

A Cheryl Price Publication

Easy Way - Microsoft Word 2007 – Level 2

This book is designed to teach 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.

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

Retrievable exercise files are used with this book. These are available for free download from our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

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

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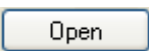




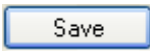
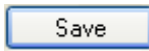
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on <u>Easy Way – Microsoft Word 2007</u>
5	Click on the <u>Free download</u> hyperlink, ie Word 2007, Level 2 Free download 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.

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Files used in this book

Achieving Consistency	Motor Homes
Adelaide Shopping	Mouse
Banking	Merge-Data
Beads, Seeds and Shells	Merge-Main
Beauty Care	Motor Homes
Book Sales	Numbering
Cairns	Numbering Exercise
Care of a New Puppy	Paris in the late 19 th Century
Caring for your Carpet	Planning a Wedding
Cashflow	Proofreading
Choosing a Cat	Rafting
Costello	Send-a-Basket
Departments	Show Jumping
Dining Out	Sort List
Email List	Sorting Assessment
Formats	Sorting Exercises
Good Food News	Sparking Pools
Healthcare Insurance	Sundare
Holland Sightseeing	Tables
Italy	The Aloe Range
J Driscoll	The Big O.E
Jury Service	Toastmasters
Macadamia Story	Tour and Event
Managing a Mortgage	Triathlon
Mclvers	Wentworth
Merge-Data	Xmas Gifts
Merge-Main	

File Management

Bullets and Numbering, Hyphenation Pagination, Headers/Footers

Learning Outcomes

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

- ☐ Create, use and delete folders
- ☐ Copy, move, rename and delete files
- ☐ Differentiate between program and document files
- ☐ Use bullets and numbering options
- ☐ Insert hyphens automatically and manually
- ☐ Use pagination options
- ☐ Use Page Setup options
- ☐ Insert headers and footers
- ☐ Edit and delete headers and footers

File Management

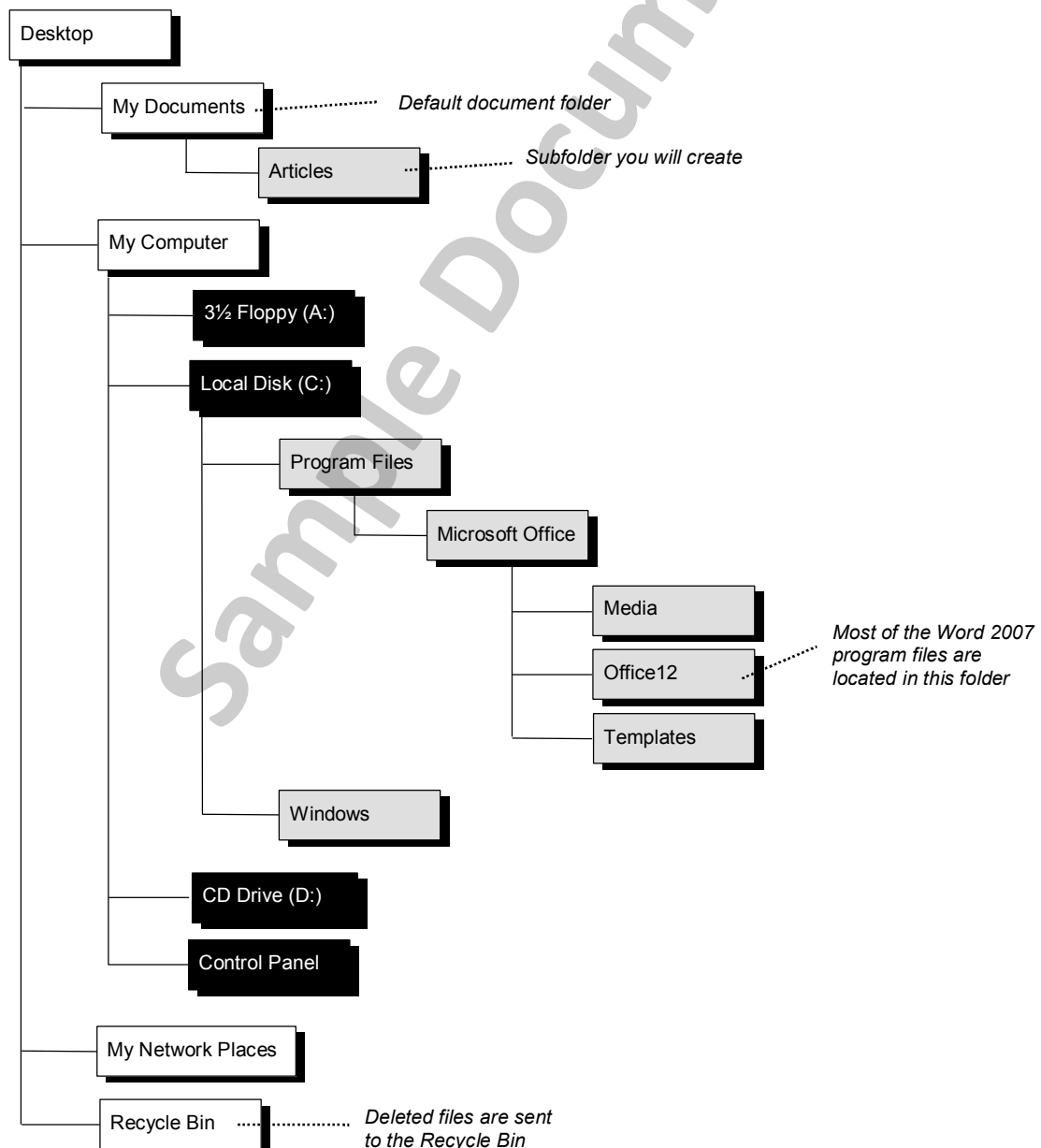
Folders

In any program it is useful to set up folders so that work can be filed in separate sections - similar to putting documents relating to different projects in separate drawers in a filing cabinet. (Subfolders can be created below folders.)

The hard disk is called *C Drive* which in computer language is written as *C:* (also called the *Root* or *Main* folder). (If you are on a network you may be on F Drive or G Drive or on another drive.)


The Word 2007 program files are in a subfolder called Office12 (off the Program Files\Microsoft Office folder). Some program files have file extensions such as .exe, .dll, .cnv, etc. (The file type can be seen by right clicking on a file and choosing Properties.)

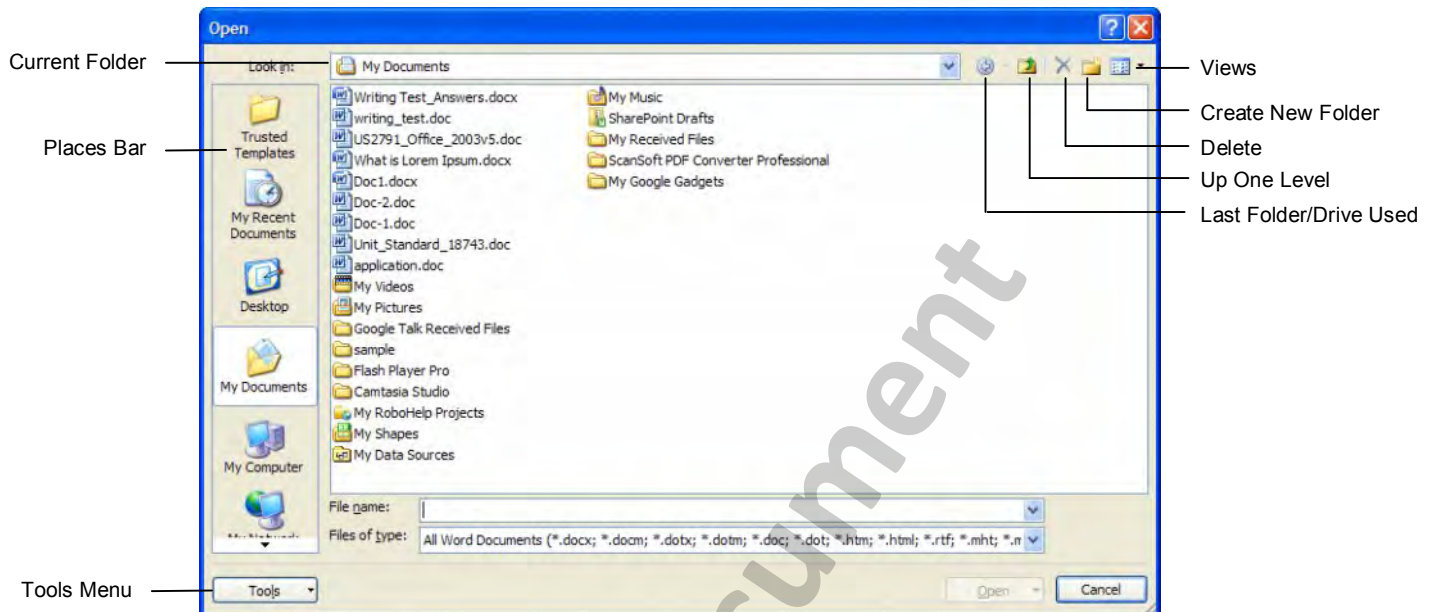
Your documents are usually saved in a folder called *My Documents*. The general structure of Windows XP is displayed below. You will create the folder called Articles later in this section. (If you are working on another drive and using another folder you will need to substitute these in this section for *C Drive* and *My Documents*.)



The Open Dialog Box

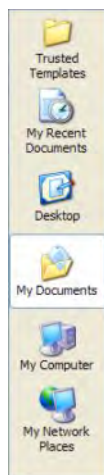
Exercise 1

- 1 Start Microsoft Word 2007.
- 2 Click on the Open button , look at options in the Open dialog box and on the Places Bar.



Places Bar

The Places Bar at the left of the Open and Save As dialog boxes help you move around your computer. Look at the options described below.



Trusted Templates - Displays a list of templates used

My Recent Documents - Displays a list of folders and files previously used

Desktop - Displays a list of files, folders, etc on the Desktop


My Documents - Displays the My Documents folder on the hard disk drive

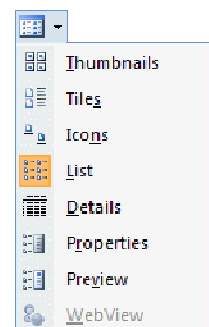
My Computer - Displays a list of drives and folders

My Network Places - Displays a list of web folders for storing web documents

Managing Files

Exercise 2

- Use the Views button  to look at each of the options shown at the right and how these options change the display of your files.



Exercises that relate to the following notes are included at the end of the next page.

Selecting Files

One File Click on the file.

Random Files Click on the first file. Hold down the Ctrl key and click on other files. (You can click again on a file to deselect it.)

Sequential Files Click on the first file. Hold down the Shift key and click on the last file to be selected. All files between these two files will be selected.

Selected files can then be -

Deleted - by pressing the Delete key.

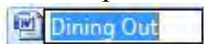
Copied - by right clicking and selecting Copy. You can then change folders and select the folder you want to copy the files to. Right click on a blank area in that folder and select Paste. (If you are copying to a CD/DVD or USB Drive you can select the Send to: option from the shortcut menu, instead of Copy.)

Moved - by right clicking and selecting Cut. You can then change folders and select the folder you are moving the files to. Right click on a blank area and select Paste.

Printed - by right clicking and selecting Print.

Renaming Files

- F2 1 In the Open dialog box right click on the file to be renamed. The name will be selected, eg




- 2 Type a new name for the document, eg **Restaurants** then press Enter.

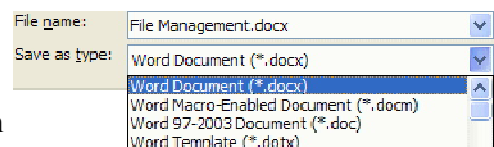
Alternatively, click twice in the filename, type the new name and press Enter.


Saving Files in a Different Format

Word files can be saved in a different format, eg as a text file, template, Web Page, PDF, in Rich Text Format (for exporting to other programs), etc.

- 1 With the file open, click on the Office button  then click on Save As.

- 2 Type a file name for the document if necessary then click on the Save as type: .



- 3 Select the file format required and click on .

Creating Folders




- 1 In the Open OR Save As dialog box move to the folder or place on your hard disk drive where you require a new folder.

- 2 Click on the Create New Folder button .


- 3 Type the name of the folder in the Name box.

- 4 Click on OK.

Changing Drives/Folders

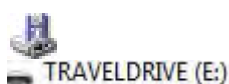
- 1 Click on the Look in:  and select the required folder (or drive, eg DVD RW Drive E:), Removable USB drive F: etc).
- 2 Click on the Look in:  and select a drive then double click on the folder required.
- 3 To go back a level, ie to C Drive, click on the Up One Level button .

Moving through Folders

In the Open dialog box click on the Look in: 

Folders and subfolders are displayed as shown at the right.

You will notice that there are number of drives displayed in this example. Some of these are network drives, ie H, S, T, W as indicated by the network drive icon shown below.



Floppy Disk drive
USB Drive



CD ROM drive



Hard Disk drive



My Documents folder



Network drive





Folder

Recycle Bin

Note

If you are on a network you may not be able to use the Recycle Bin.

Click on the Show Desktop button  on the Taskbar. Double click on the Recycle Bin  from the Desktop to display all deleted files. Files can be restored to their original folder by selecting the file(s) and choosing [File] Restore (you can choose [Edit] Select All to select all files). (You can choose [File] Empty Recycle Bin to delete all files.)

Delete files from the Recycle Bin from time to time. Remember that once files are deleted from here they are gone forever!

Exercise 3

- 1 Delete the file called **Formats**.
- 2 Delete random files - **Tables**, **Proofreading**, **Send-a-Basket**.
- 3 Rename the file called **Mouse** to **Using IntelliMouse** and **Suncare Article** to **Sun Protection**.
- 4 Print all the files that begin with **C**.
- 5 Make a folder under the My Documents folder called **Articles**.
- 6 Copy the following files to the **Articles** folder - **Italy**, **Jury Service**, **Motor Homes**.
- 7 Practise moving through folders and drives.
- 8 Copy the following files to a CD or USB Drive - **Sparkling Pools**, **Costello**, **Toastmasters**.
- 9 Open the file called **Jury Service** from the **Articles** folder, type your name at the end and then save the file in Rich Text Format.
- 10 Open the file called **Dining Out** and save it as a Web Page.
- 11 Delete the folder called **Articles** and the files within that folder.

Program/Document Files

Document file names in most computer programs (are easily recognisable by the “program extension”.

These are the letters that are added to the end of a file name, eg Word 2007 has .docx added.

Microsoft Word	.docx
Paintbrush	.bmp
Microsoft Excel	.xlsx
Microsoft PowerPoint	.pptx



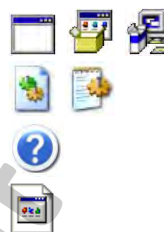
The following extensions and icons are commonly used for program files:

Executable files (ie files that start a program) .bat, .exe

Program files .dll, .ini

Help files .hlp

Files with unknown file extensions



In Windows XP the file type is indicated by icons by default.

Exercise 4

- 1 Right click on the Start button and select Explore which will open Windows Explorer.
- 2 Choose [View] Details to display the Size, Type and Modified information.

An example is shown below of files in C:\Program Files\Microsoft Office\OFFICE12.

Name	Size	Type	Modified
msaccess.exe.manifest	1 KB	MANIFEST File	10/26/200
MSAEXP30.DLL	66 KB	Application Extension	10/26/200
MSCAL.CNT	4 KB	CNT File	7/11/199
MSCAL.DEP	1 KB	DEP File	3/21/200
MSCAL.HLP	67 KB	Help File	7/11/199
MSCAL.OCX	108 KB	ActiveX Control	10/26/200
MSCOL11.INF	3 KB	Setup Information	3/25/200
MSCOL11.PPD	7 KB	PPD File	3/25/200
MSN.ICO	4 KB	Icon	4/3/2000
MSO0127.ACL	12 KB	AutoCorrect List File	7/31/200
MSOCF.DLL	157 KB	Application Extension	3/6/2009
MSOCFU.DLL	15 KB	Application Extension	11/3/200
MSODCW.DLL	418 KB	Application Extension	3/6/2009
MSOHEV.DLL	75 KB	Application Extension	11/10/200
MSOHEVI.DLL	61 KB	Application Extension	10/25/200
MSOHTMED.EXE	67 KB	Application	11/10/200
MSOSTYLE.DLL	34 KB	Application Extension	4/3/2009
MSOUTL.OLB	388 KB	OLB File	10/30/200
MSOUTLO.PIP	2 KB	Microsoft Office Set...	11/18/200
MSOUTLS.DLL	142 KB	Application Extension	11/3/200
MSPPT.OLB	361 KB	OLB File	3/12/200
msproof6.dll	716 KB	Application Extension	11/20/200

- 3 To display file extensions choose [Tools] Folder Options, View tab. Ensure a tick is not displayed in the *Hide file extensions for known file types* check box. Click on OK.
- 4 Choose [File] Close.


Note If you do not like file extensions turned on use the above instructions to apply a tick to the *Hide file extensions for know file types* check box.

Customising the Quick Access Toolbar


The Quick Access Toolbar can be used for your most frequently used commands. It is the only part of the Word 2007 screen that can be customised by users – commands can be added or removed and the toolbar itself can be positioned either above or below the Ribbon.

Quick Access Toolbar List

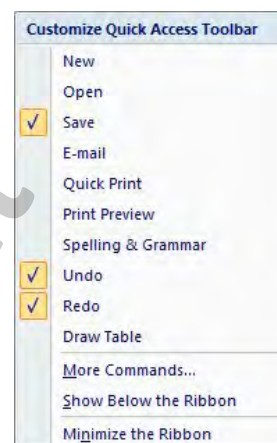
Exercise 5

- 1 Click on the Customize Quick Access Toolbar  to the right of the Quick Access Toolbar. Options that can be added are displayed as shown at the right.

A tick displays to the left of every option that is currently displayed on the Toolbar.

- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.


Quick Print, Print Preview, Spelling & Grammar

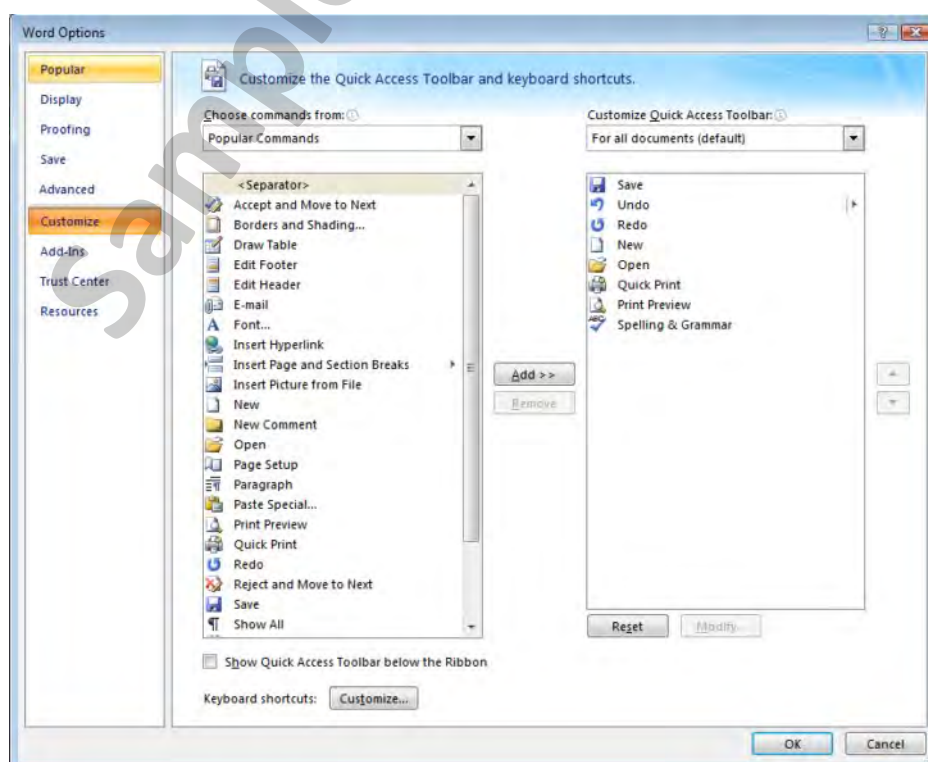


Additional Quick Access Toolbar Commands



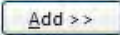
Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

Exercise 6

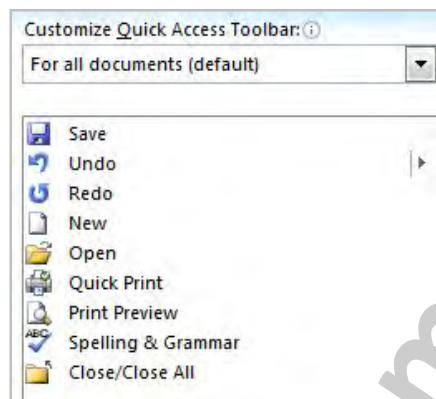
- 1 Click on the  to the right of the Quick Access Toolbar and select *More Commands...*
The Word Options dialog box will display, with the Customize option selected.

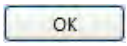



Note You could also click on the Office Button, Word Options, then select Customise.


- 2 Click on the Choose Commands from:  and select Commands Not in the Ribbon. The commands are listed in alphabetical order.
- 3 In the list at the left, scroll down until Close/Close All is displayed.
- 4 Click on  Close/Close All then click on .

The command will be added to the Quick Access Toolbar list on the right as shown below.



- 5 Add other buttons as required.
- 6 Click on .
- 7 Click on the  of the Quick Access Toolbar and select Show Below the Ribbon. The Toolbar is now displayed between the document area and the Ribbon as shown below.



- 8 Click on the  again and select Show Above the Ribbon to restore the Quick Access Toolbar to the original position.

The position that you display your Quick Access Toolbar is entirely up to you.

It is a more effective option however, to display the Quick Access Toolbar below the Ribbon for speedy access to the buttons you have added.

As you progress through this book you will add other buttons to the Quick Access Toolbar (and you can also add your own).

Bulleted, Numbered and Outline Numbered Paragraphs

Bulleted Paragraphs

Bulleted paragraphs are usually a list of topics in no precise order. A bullet or symbol appears at the left margin with the paragraph indented. If a bulleted paragraph is moved or deleted the bullets remain (no change occurs). An example of bulleted paragraphs is shown below.

Bulleted Paragraphs

Bulleted paragraphs are used to list items or describe features/objects.

- To use bullets just click on the Bullets button in the Paragraph group. This will apply a bullet to the current paragraph.
- Text is typed normally. Each time you press Enter a new bullet will appear. To turn bullets off just click on the Bullets button.
- Bullets can be changed to a different style, eg arrows, boxes, stars, etc.

Numbered Paragraphs

Numbered paragraphs are paragraphs numbered in a sequential order, eg 1, 2, 3, or A, B, C, etc. These paragraphs are typically listed in a logical order for a specific purpose, eg a list of instructions. An example of numbered paragraphs is shown below.

Numbered Paragraphs

This is an example of numbered paragraphs.

1. To start paragraph numbering click on the Numbering button in the Paragraph group.
2. Type each paragraph as you would normally. Each time you press Enter you will move to a new line and a new paragraph number will appear.
3. Once you have typed your last numbered paragraph and pressed Enter, click on the Numbering button to turn off numbering.

If you move or delete a numbered paragraph the numbering will automatically update.

Multilevel Numbered Paragraphs

Multilevel numbering is used when you have a list within a list, eg when you have paragraphs explaining each step that are numbered, then instructions for various steps within the list. You can have up to six levels within a numbered list. Each time there is a new level the list is indented. An example of a multilevel list is shown below. (Multi-level numbering is covered in Unit 113.)

Multilevel Numbered Paragraphs

This is an example of multilevel numbered paragraphs.



- 1 Bullets and numbering can be inserted by using the Bullets button and the Numbering button in the Paragraph group.
 - a The numbering style can be changed by clicking on the Numbering down arrow and selecting an option from the Numbering Library.
 - b The bullet style can be changed by clicking on the Bullets down arrow and selecting an option from the Bullet Library.
- 2 When the Numbering button is used and numbered paragraphs are moved, the numbers will readjust.

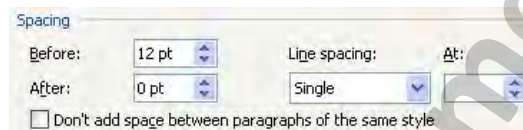
The same process of applying and changing numbered paragraphs also applies for bulleted paragraphs in Word 2007. (Full step-by-step instructions follow for numbering and briefer instructions for bullets which follow similar concepts.)


Paragraph Numbering

In Word 2007 the Numbering button is used to automatically number and indent paragraphs. The paragraphs will continue to be listed in numeric order until you click on the Numbering button to turn off numbering (or press Enter twice). If a paragraph is moved or deleted the paragraph numbering will automatically update.

Exercise 7

- 1 In a new document type the heading and first paragraph shown in the exercise below (then press Enter).
- 2 Click on the Numbering button  in the Paragraph group to insert the first number then type the first numbered paragraph below (it will be indented .63 cm). Press Enter.
- 3 Click on the Paragraph Dialog Box Launcher button . Ensure that the option *Don't add space between paragraphs of the same style* is unchecked. Add 12 pt Spacing Before. (This will add spacing before each numbered paragraph.)



- 4 Click on OK.
- 5 Press Enter. Type the second numbered paragraph.
- 6 Press Enter and the next number will be inserted and space added above the paragraph. Type the third numbered paragraph.
- 7 Press Enter. At the beginning of the last paragraph click on the Numbering button  to turn off numbering.
- 8 Type the last unnumbered paragraph.

Sky Network Television

Each SKY channel is individually dedicated to bring you the world's best in news, movies and sport.



1. The SKY News Channel brings you 24 hours of national and international news and information from the BBC, and the legendary CNN.
2. The SKY Movie Channel, presented by HBO (Home Box Office - the world's greatest movie channel), screens the best movies available, 100 percent commercial free.
3. The SKY Sports Channel presents 24 hours of national and international sport - most of it live and exclusive to SKY.

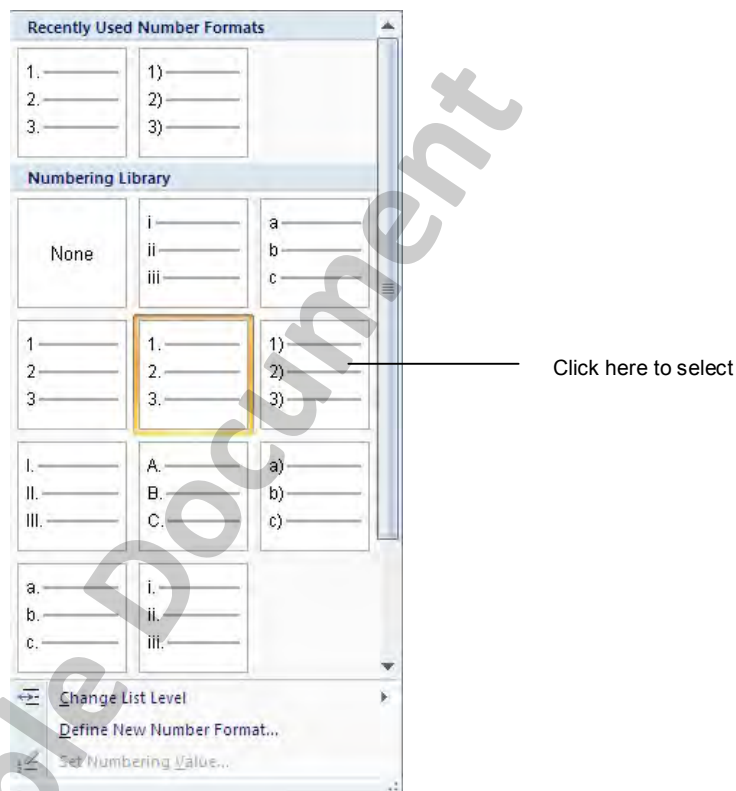
Our monthly magazine 'SKYSTART' contains all the information you'll need. It is designed to maximise your subscription to SKY television.

- 9 Save the document with the file name **SKY Television**.

Changing the Numbering Type

Exercise 8

- 1 Select the numbered paragraphs 1., 2., 3.
- 2 Click on the  of the Numbering button .
- 3 Move your mouse pointer slowly from each option to the next and you will see the numbering style change.
- 4 Lastly, click on the option (with brackets) shown below (your list may differ in order from this one):



Skipping Numbers (or Bullets)

Sometimes you will want to skip numbering, but continue numbering after a non-numbered paragraph.

Exercise 9

- 1 Click at the end of the word *free* in paragraph **2)** and press Enter. Number **3)** will be inserted and the paragraph following will be renumbered **4)**.
- 2 Skip numbering for the present paragraph **3)** by pressing the Backspace key.
- 3 Type the following:
Up-to-date movies are replayed regularly at varying time slots.
(The Numbering button is used to start numbering again also.)
- 4 Save the document.

Moving Numbered Paragraphs

Exercise 10



- 1 Select and move the second numbered paragraph **2)** to become the first numbered paragraph and the paragraphs will renumber (you would need to adjust spacing).
- 2 Click on the Undo button.

Removing Numbers

Exercise 11

- 1 Select the numbered section.
- 2 Click on the Numbering button (twice because you have skipped numbering).

To Finish Inserting Numbers


- Clicking on the Numbering button  will end inserting numbers.
- Ctrl Q ends inserting numbers and also removes paragraph formats such as spacing before a paragraph.
- Shift Enter can be pressed to create a new line without numbers. Spacing cannot however be added above or below this line.
- If Enter is pressed twice numbering will be turned off automatically.
- The new numbering style will remain in effect until you close your document.
- Numbers can be aligned at the left margin by dragging the indent markers on the ruler back to the left margin . It is, however, preferable to customise the numbering style (see next page) so that you don't have to do it manually.

Exercise 12

- Close the document without saving.

Applying Numbers to Existing Text



Exercise 13

- 1 Open the file called **Motor Homes** and select paragraphs 2 to 4.
- 2 Click on the Numbering button  which will insert the default numbering style, ie 1., 2., 3.
- 3 Save the document as **Motor Homes 1** and close.

Changing the Bullets and Numbering Style

Exercise 14

To change the spacing between bullets and numbering to the Normal style and therefore be able to insert spacing without unchecking ☐ Don't add space between paragraphs of the same style in all your documents, do the following:

- 1 Click on the Office button and then select .
- 2 Click on  then check ☒ Use Normal style for bulleted or numbered lists.
- 3 Click on OK.