

Easy Way



Teach yourself...

Microsoft Word 2007

(Level 3)

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

A Cheryl Price Publication

Easy Way Microsoft Word 2007 – Level 3

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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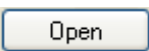




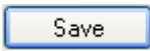
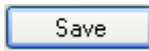
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on <u>Easy Way – Microsoft Word 2007</u>
5	Click on the <u>Free download</u> hyperlink, ie Word 2007, Level 3 Free download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

File Management Printing Options

Learning Outcomes

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

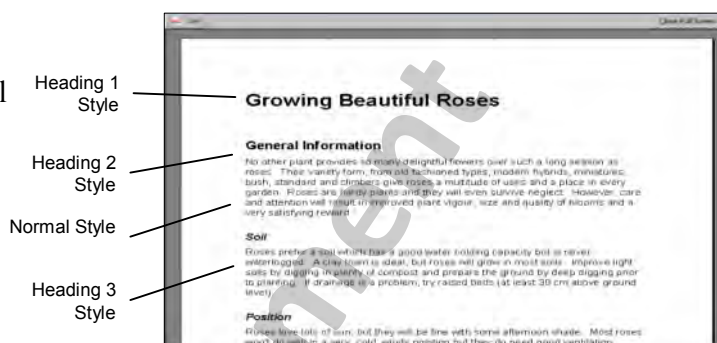
- ☐ Describe advanced word processing features
- ☐ Customise the setup in Word 2007
- ☐ Use Document Properties for efficient file management
- ☐ Locate files and folders stored on your computer
- ☐ Search for files and folders using search features
- ☐ Manage files and folders
- ☐ Use printing options

Introduction

Advanced word processing skills provide solutions to many of the problems that occur when working with longer and more complex documents than a simple letter, memo or report. It is a common occurrence for a word processing operator to create, edit, or otherwise manage documents that are several hundred pages in length. Advanced skills focus on ways to effectively manage this type of document, emphasising features and functions that automate tasks, and manage large documents effectively. Some of the advanced word processing skills you will learn in this book are described below.

Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text. One of the main purposes of styles is to create consistency. For example, the same style should be applied to all the main headings in a document, and all the other levels of headings below them should also be consistent.



In this way it is clear which sub-headings belong together under main headings and therefore belong to the same subject.

Styles can also assist with navigating in a long document, because it is possible to “browse” by heading, jumping from one to the next, as long as styles have been applied.

Word contains a large number of built-in styles for use in many different kinds of documents. These styles can be modified or new styles can be created.

Macros

A macro is a series of Word commands grouped together as a single command. Its purpose is to automate repetitive tasks, saving time and reducing the opportunity for errors. A macro can be assigned to a shortcut key combination or to a button on a toolbar.

Fields

Fields are codes that instruct Word to insert text, graphics, page numbers, dates, etc. Fields automate tasks that would otherwise be completed manually and constantly modified as changes are made to a document. An example is the use of fields for page numbering; sequential numbering occurs automatically and is retained when pages are added or removed. A date field will automatically update to show the current date every time the document was opened.

Templates

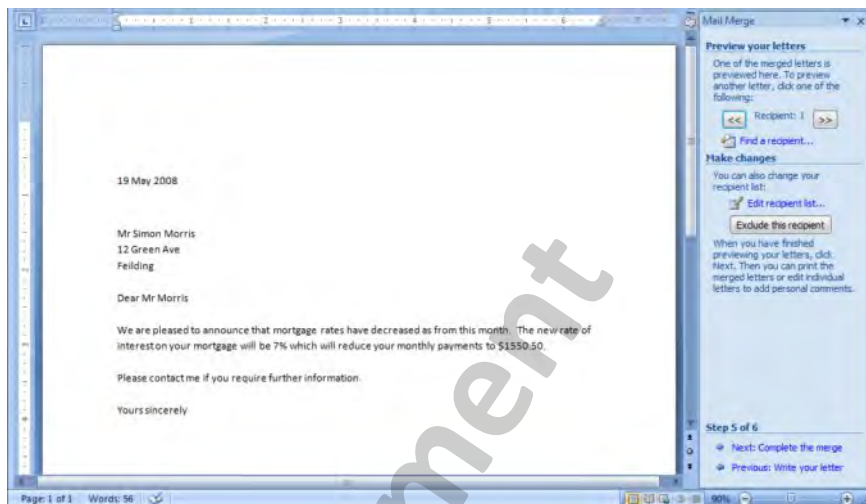
Word has a number of templates containing styles and page layout settings for creating different kinds of documents. Many of them contain powerful built-in macros that prompt for information or instructions for inserting information in the appropriate place. Templates are used to save time and to ensure that similar documents, such as faxes, letters or memos, are formatted consistently. They can be modified to suit specific requirements, or new templates can be created. A template can contain styles, macros and fields.

Sections

Long documents can be split into sections that contain different formatting or other features. For example, each section could have its own title in a header or footer, or a certain section could be displayed in Landscape orientation to better display the information in it, such as a chart or table.

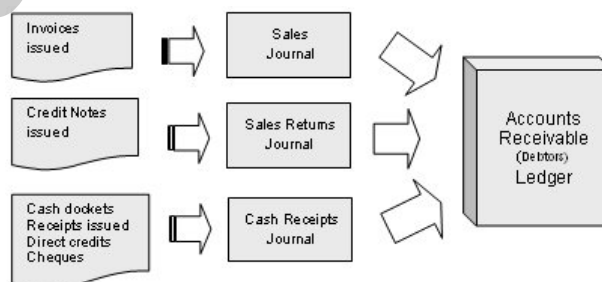
Advanced Merging and Sorting Data

Mail merge simplifies repetitive documents and tasks. It can create many documents at once that contain identical formatting, layout, text, graphics, etc, and where only certain parts of each document vary. A common use of mail merge is to combine a main document such as a letter, with variable information, such as the names and addresses of those to whom the letter will be sent. Advanced merge options such as sorting and the use of fields further automate and refine the mail merge process, providing a fast and accurate solution to potentially complex and time consuming tasks.

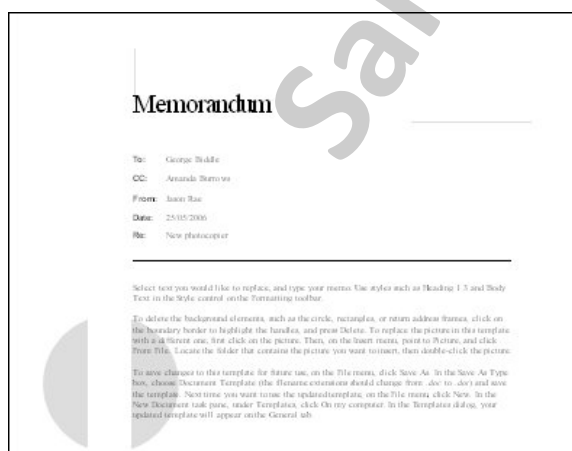


Graphics

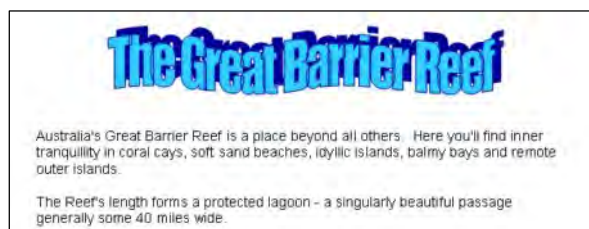
Graphics can provide significant enhancements to a professional document. It's possible to add not only pictures, but many other images, such as text boxes, a variety of shapes, callouts, captions, charts, WordArt and watermarks.



AutoShapes and text boxes



Memo containing watermark (based on the Contemporary Memo template)



Heading created using WordArt

Standard Formats

Most organisations use a system for formatting of documents which is often referred to as in-house organisational style. This results in standardisation and recognition of documents and creates an image/branding for that organisation. Documents generally include:

Letterhead
Memos
Faxes
Agenda
Minutes of Meetings
Emails
Report production
Spreadsheet headings and formatting
Balance Sheets and accounting documents, eg invoices, statements
Additional documents relating to the type of business, eg in a legal firm this would include wills, deeds etc.

Many companies produce a Style Manual or Procedures Manual, which contains sample documents, formats used and guidelines for using such documents. This can also include punctuation policies, letter endings, etc. These manuals can range from a short simple document to a large bound manual.



Templates

“Templates” are generally set up for documents that are used often, eg a Word fax form, Excel Balance Sheet, specific formatting of a PowerPoint presentation etc. A template in simple terms is a read-only file that can be opened on screen with formatting applied. Styles are usually set up in a template for ease of use and to ensure consistent formatting. Text can also be included in a template, eg fax information such as To, From, Date, Subject.

Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text, eg formatting instructions for a heading that is Arial, 14 pt, left aligned and bold, could be assigned as **Heading 1**. This can then be applied from the Styles box on the Formatting toolbar to all text requiring this formatting.

Look at the headings on this page - the following styles have been used:

Standard Formats

Templates

Styles

Normal Text

Heading 1 (Arial 18 pt, bold, Hanging Indent 0.5 cm, 15 pt Spacing After)


Heading 2 (Arial 15 pt, bold, 12 pt Spacing Before)

Heading 3 (Arial 12 pt, bold, 9 pt Spacing After)

Normal (Times New Roman 11.5 pt, Justified)

Templates are usually set up by staff with quite a high knowledge level. The templates can then be used easily by other staff who may not have such a high knowledge of computing.

The following documents show examples of organisational style requirements of formatting for an Australian company, Software Publications Pty Ltd. Notice the same company logo, colour scheme, templates, etc are used throughout.

	A	B	C	D	E	F
1		Software Publications				
2						
3		Sales for January-April 2005				
4						
5	Branch	January	February	March	April	Total
6						
7	Sydney	23,569.55	25,694.32	22,458.15	22,936.26	94,658.28
8	Brisbane	20,587.67	23,469.21	23,126.04	24,674.39	91,857.31
9	Melbourne	18,449.27	19,657.15	17,694.11	18,995.45	74,795.98
10	Adelaide	12,547.95	16,354.43	10,457.57	13,457.13	52,817.08
11	Perth	16,982.49	18,644.05	14,965.10	15,987.49	66,579.13
12						
13	Total	\$ 92,136.93	\$ 103,819.16	\$ 88,700.97	\$ 96,050.72	\$ 380,707.78

Customers Form



Software Publications
Customer Database

Customer Code:
Customer Name:
Phone Number:
Address:
Fax Number:
City:
State:
Post Code:


Record: 1 of 1




Software Publications
Products

- > Learning Series
- > Easy Way Series
- > Business Services Training Package Series
- > International Computer Driving Licence Series

PRODUCE SIMPLE WORDPROCESSED
DOCUMENTS
(Word 2003)
BSBICMN213A



by
Cheryl Price and Julia Wix



Software Publications



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Unit 10, 17-1 Gibbs Street, Chatswood, NSW, Australia
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5 April 2005

Mrs Rebecca Lannie
23 Colonial Street
CAMPBELLTOWN NSW 2580

Dear Mrs Lannie

Thank you for your enquiry regarding our Office XP range of books. These books are currently being written. Enclosed is our latest orderform and catalogue with the scheduled release dates of this range.

Please visit our web site at www.SoftwarePublications.com.au for up dated information or contact us again.


Yours sincerely

Leanne Detham
Sales Manager

Enc

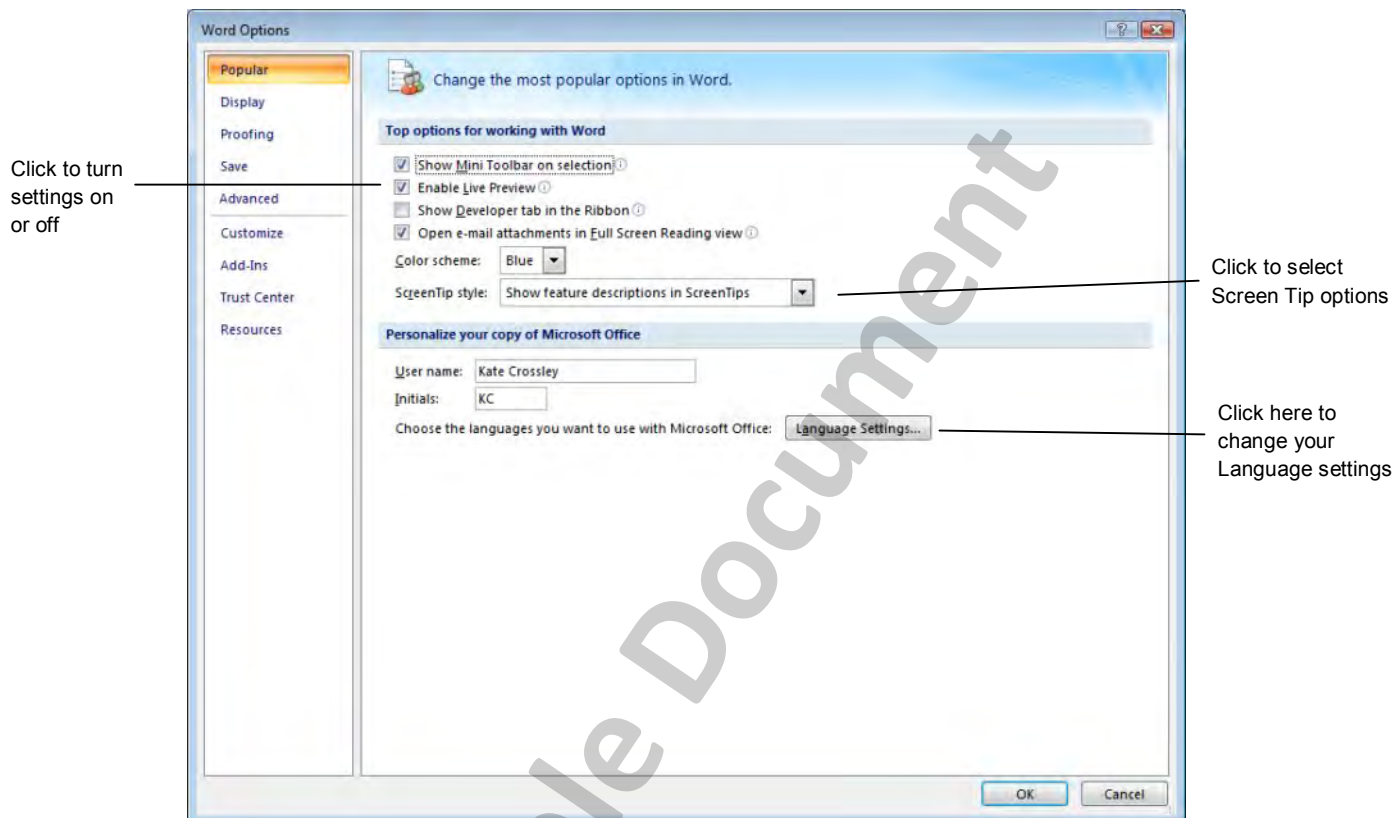
Change the Settings using the Office Button

Exercise 1

- 1 Start Word 2007 then click on the Office Button .
- 2 Click on Word Options at the bottom of the menu.



The Word Options dialog box will display and **Popular** will be selected at the top left of the box.



The following two options can be changed if desired:

- Click in the ☒ to turn the Mini Toolbar or Live Preview settings on or off.
 - Click on the ☐ of the ScreenTip style: box to select between the options. Note that the **Don't show feature descriptions in ScreenTips** option will show only the name of the command in the screen tip, but no other information.
- 3 Click on **Language Settings...** and select the Primary editing language from the ☐ as English (New Zealand). Click on OK. A message will inform you that this change will take place the next time you start Word 2007. Click on Yes.
 - 4 Click on **Advanced** and scroll down the list to the Display section.
 - 5 Click on the Show measurements in units of: ☐ and select Centimeters. Scroll through the other options and make other changes as required.
 - 6 Click on **OK** to accept the changes to the settings.


Note Live Preview, Screen Tips and the Mini Toolbar will not be specified in this book. It is optional as to whether you wish to use these features.

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

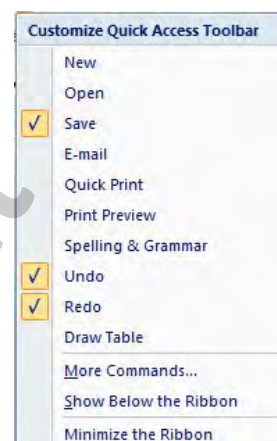
Exercise 2

- 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



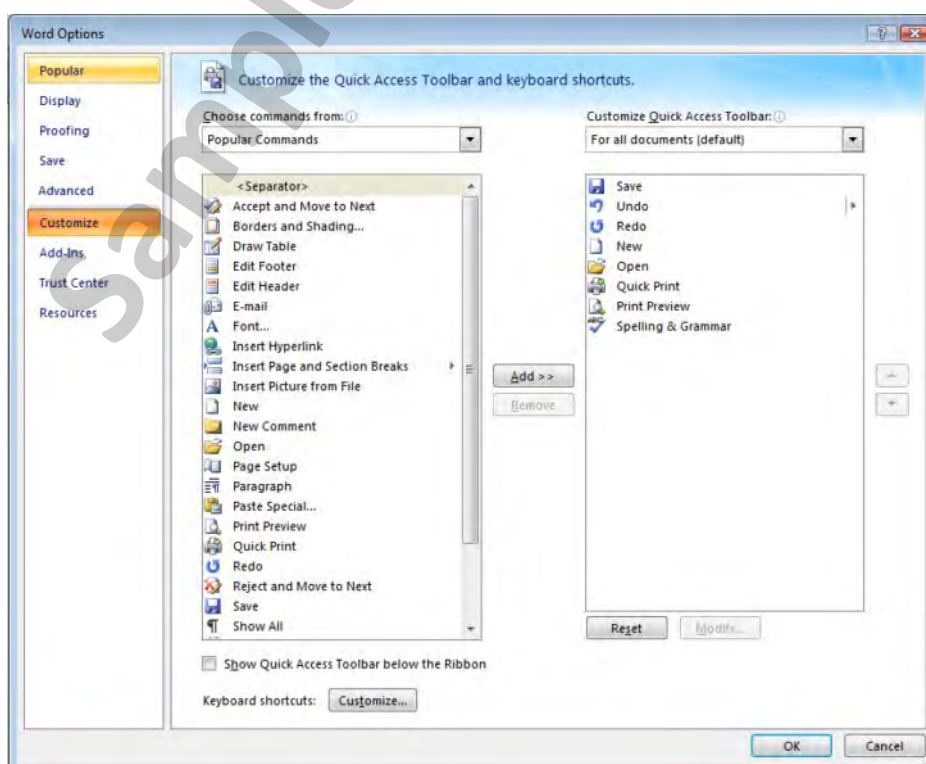
Additional Quick Access Toolbar Commands

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



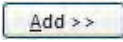
Exercise 3

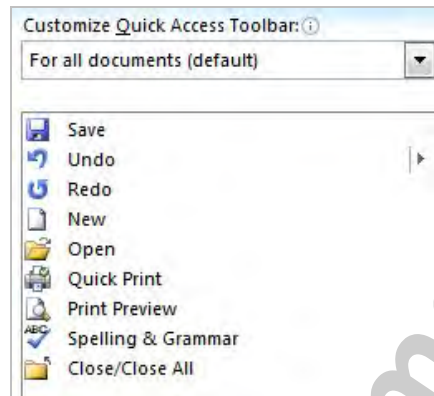
- 1 Click on the  to the right of the Quick Access Toolbar and select *More Commands...*

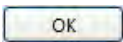

The Word Options dialog box will display, with the Customize option selected.




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 Click on .
- 6 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.



- 7 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. The commands that you have added in the above exercise will be used throughout the remainder of this book. (You may wish to add other commands now, or as you work through this book.)

Document Properties

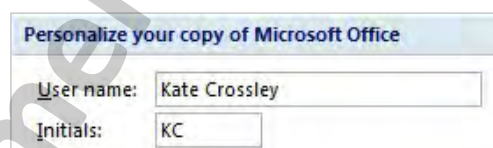
When a document is created in Word, a properties sheet can be filled in to help identify the contents of the document, which may not be clear enough from the file name alone. Once created, the details in the properties sheet can be seen in the Open dialog box in Word and also in Windows Explorer, which can assist you to locate the correct file.

User Info Options Box

Word displays the User Name dialog box when Word is installed. The name shown in this box is displayed automatically in the Document Properties above and on Summary sheets.

Exercise 4

- 1 From the Office Button  click on  and ensure Popular is selected.
- 2 In the Personalize your copy of Microsoft Office section change the information to show your full name and initials (an example is shown at the right).
- 3 Click on OK.



Personalize your copy of Microsoft Office

User name: Kate Crossley


Initials: KC

Exercise 5

- 1 In a new blank document type the following heading and paragraph.

PURCHASING A COMPUTER

It is important to look to the future when you purchase a computer. With software upgrades faster equipment and more advanced technology is required. Ensure you obtain good advice from a reputable computer dealer.

- 2 Save the document with the default file name **PURCHASING A COMPUTER**.
- 3 Click on the Office Button , select Prepare and click on Properties. The Document Information Panel displays above the document and shows the following information:
 - Author:* (Your name is displayed)
 - Title:* The title for the document, eg **Purchasing a Computer**
 - Subject:* The subject of the document, eg **Buying a pc** (this is often the same as the Title)
 - Keywords:* It is preferable to use three keywords:
 - Subject descriptor: What the document is about generally, eg **computer**
 - Subject identifier: Use a term that identifies this document from another document, eg **purchase**
 - Document Descriptor: Document type, eg **article**
 - Comments:* General comments about the document, eg **Advice when purchasing a computer**
 - Category:* The category in which the document can be classified.
 - Status:* The status of the content, eg Draft, Final.
 - Location:* The location of the saved file.

4 Fill in Document Properties as shown below:

Document Properties Location: C:\Users\TEMP\Documents\PURCHASING A COMPUTER.docx * Required field

Author: Kate Crossley Title: Purchasing a Computer Subject: Buying a pc Keywords: computer, purchase, article Category:

Status:

Comments: Advice when purchasing a computer

Note Document Properties can also have other details added to it by clicking on the Document Properties and selecting Advanced Properties. Additional data can be added to the Summary tab.

PURCHASING A COMPUTER Properties

General Summary Statistics Contents Custom

Title: Purchasing a Computer

Subject: Buying a pc

Author: Kate Crossley

Manager:

Company:

Category:

Keywords: computer, purchase, article

Comments: Advice when purchasing a computer

Hyperlink base:

Template: Normal

☐ Save Thumbnails for All Word Documents

OK Cancel

Document Properties - Summary tab

The additional fields in the Summary tab are described below:

Manager: The name of the person the document is created for.

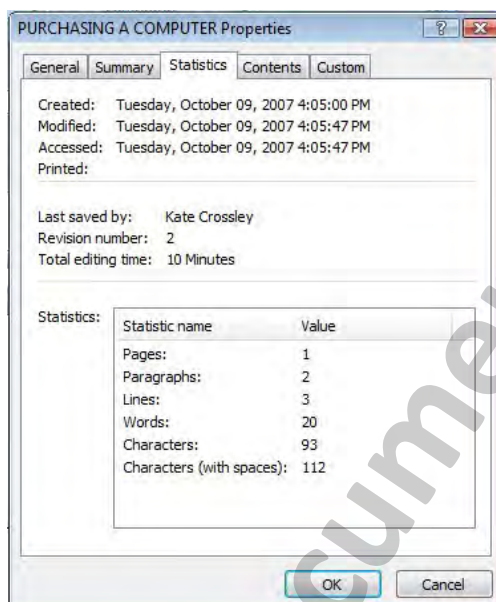
Company: The company name.

Hyperlink base: Type the base address that is used for all relative hyperlinks inserted within the current document.

Save Thumbnails for All Word Documents Saves a small thumbnail picture of the first page so you can view the file through the Office Button dialog box. (This is automatic in Word 2007.)

Exercise 6


- 1 Click on the *General* tab. This shows general information about the document after it has been saved, ie MS DOS name of the file, type of document, file size, date of creation, etc. (When you first save the document no information will be displayed in this tab.)
- 2 Click on the *Statistics* tab which is shown below. This shows the date of creation, number of pages, number of words, editing time, etc.



- 3 Click on the *Contents* tab which displays only the title from the Summary tab.
- 4 Click on the *Custom* tab which allows you to create your own document properties.
- 5 Click on the *Summary* tab then click OK.
- 6 Close the document and save changes.

Viewing Document Properties

Exercise 7

- 1 Click on the Open button  on the Quick Access Toolbar.
- 2 Click on PURCHASING A COMPUTER.
- 3 From the Open dialog box right click on a file and select Properties). The Properties dialog box displays the properties for this document.
- 4 Click on the *Summary* tab to see details.
- 5 Click on Cancel twice.

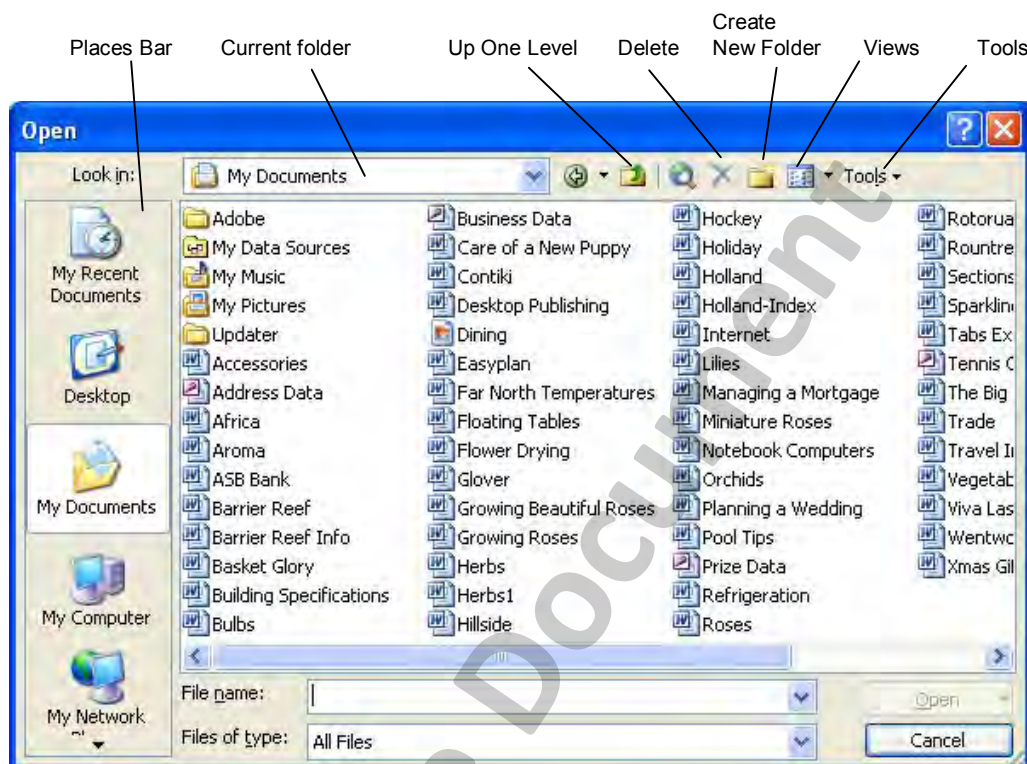
Notes

- You can hover the mouse over a file in the Open dialog box or Windows Explorer to view document information.
- You can click on the *Office Button*, select Prepare and click on Properties at any time in an open document to view or add information to document properties.
- To print document properties click on the *Office Button* and select Print. In the Print what: box choose Document properties.


File Management in Word 2007

The Open and Save As dialog boxes in Word 2007 can be used for file management operations, including creating folders and moving, copying, deleting and renaming both folders and files. These features mean that you can stay in Word to complete your file management instead of having to use Windows Explorer. The Open dialog box is shown below.

Note Files and folders shown below may differ on your computer.



Locating Folders and Files

- The current folder is shown in the Look in: box, with any files and sub-folders that it contains shown in the centre of the dialog box.
- Double click on a sub-folder to view its contents – it becomes the current folder.
- Click on the Up One Level button  to view the folder above the current folder.
- Use the Places Bar to quickly move to popular folders, eg My Documents or My Recent Documents to view recently used files.

Creating Folders

Exercise 8

- 1 Click on the Open button . Click on the My Documents icon on the Places Bar.
- 2 Click on the Create New Folder button .
- 3 Type: **Travel** as the name of the folder. Press Enter OR click on OK.
- 4 Click on the Up One Level button  to return to the My Documents folder.
- 5 Using the above steps, create a folder called: **Gardening**.
- 6 Click on the My Documents icon on the Places Bar.