

Intermediate Word 2007

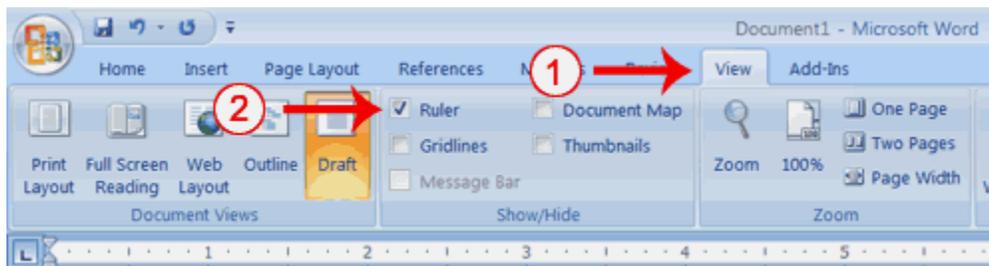
EXERCISE 1 – Create sample data

1. Type **=rand()** Then, Press the “Enter” key. Three paragraphs appear in your document.

The Ruler - The ruler is found below the Ribbon.



You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

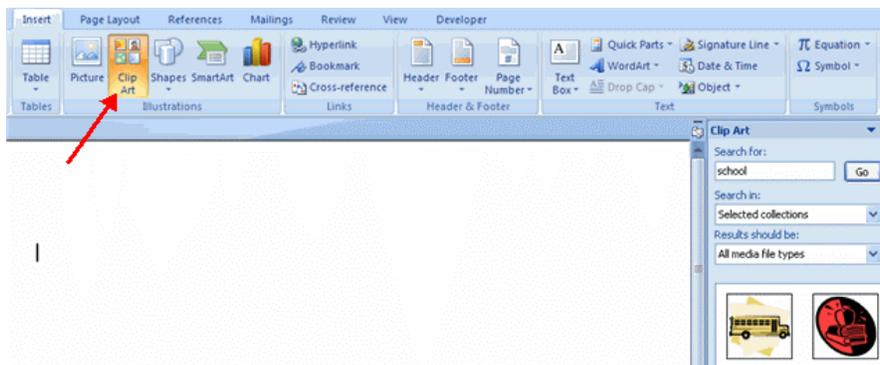


1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

EXERCISE 2 – Inserting clip art

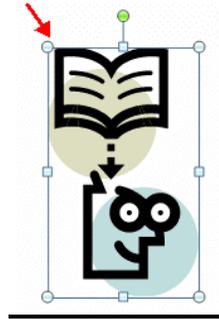
Word 2007 allows you to insert illustrations and pictures into a document. To insert illustrations:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button (found within the “illustration” group)
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include



Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image then dragging the cursor to the size you want the picture.



EXERCISE 3 - To insert a picture: (very similar to inserting clip art)

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**

EXERCISE 4 - Inserting Additional Text, copy, cut, paste and drag text

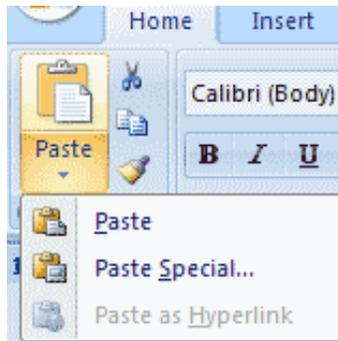
You will notice that you can use the Clipboard group on the Ribbon.



Rearranging Blocks of Text –

To rearrange text within a document, you can utilize the **Clipboard Group** on the **Home Tab** of the Ribbon. (Ctrl + means hold down the CTRL key and the other key at the same time)

- **Cut text:** Cut and Paste or Drag text <Ctrl + x>
- **Copy Text:** Copy and Paste using the Clipboard group on the Ribbon <Ctrl + c>
- **Paste Text:** Ctrl + V or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



EXERCISE 5 - Inserting text

Text can be inserted in a document at any point using any of the following methods:

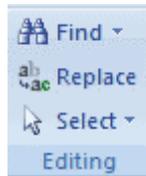
- **Type Text:** Put your cursor where you want to add the text and begin typing
 - ✓ Type your full name on a separate line between paragraph 1 and paragraph 2
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.
 - ✓ **Copy** and **paste** your name on a separate line at the end of the document
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.
 - ✓ **Cut** your name from the end of the document and **paste** it on a separate line at the top of the document
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

EXERCISE 6 - Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Search and Replace Text - To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon. – *Find your first name and replace with your initials.*



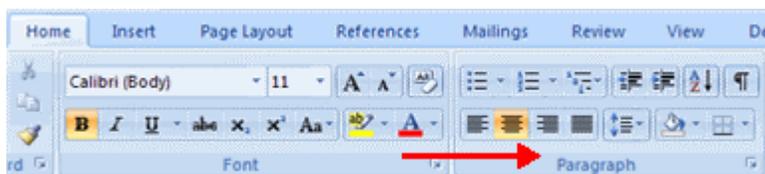
EXERCISE 7 - Undo Changes - To undo changes:

- Click the **Undo Button** on the Quick Access Toolbar



EXERCISE 8 - Formatting Paragraphs

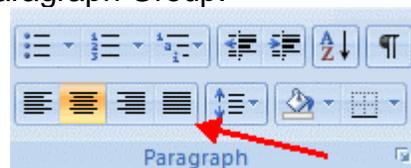
Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.



EXERCISE 9 - Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

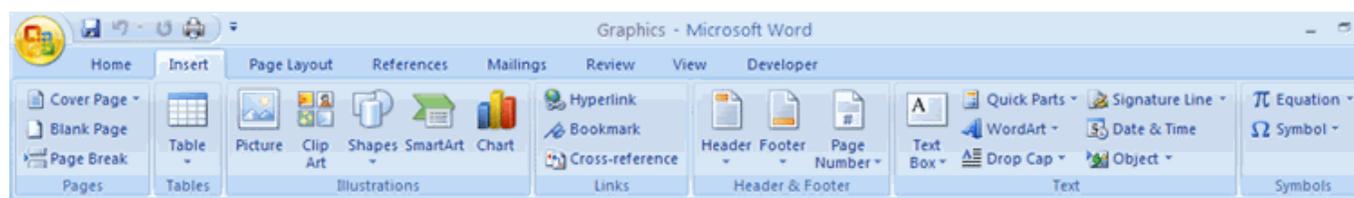
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.



- **Align Left:** the text is aligned with your left margin
- **Center:** The text is centered within your margins
- **Align Right:** Aligns text with the right margin
- **Justify:** Aligns text to both the left and right margins.

EXERCISE 10 - Graphics

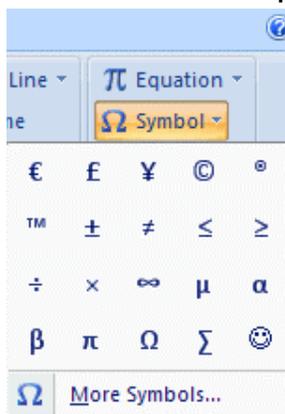
Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

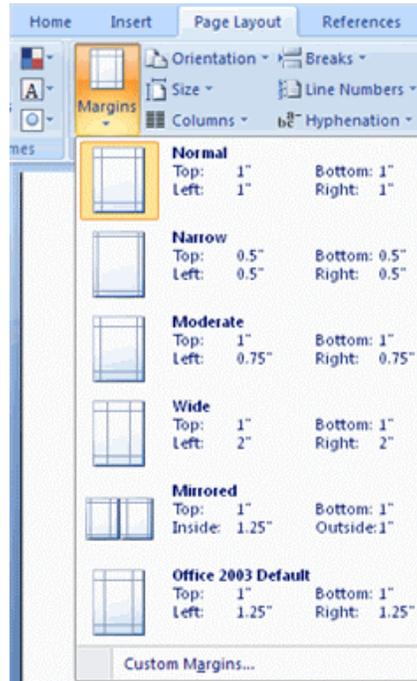
- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol. <For example: ♥ or ©>



EXERCISE 11 - Page Formatting

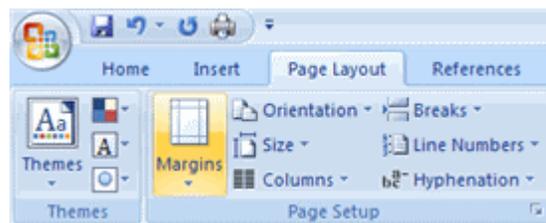
Modify Page Margins and Orientations - The page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click Custom Margins and complete the dialog box.



EXERCISE 12 - To change the Orientation, Size of the Page, or Columns:

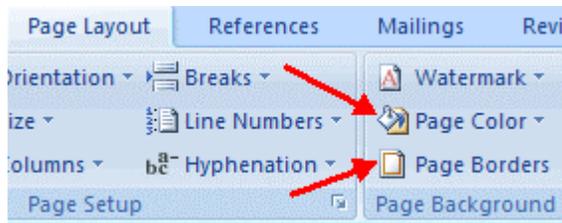
- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



EXERCISE 13 - Apply a Page Border, Color and Watermark

To apply a page border or color:

- Click the **Page Layout** Tab on the Ribbon
- In the Page Background Group, click **Page Colors** or **Page Borders**

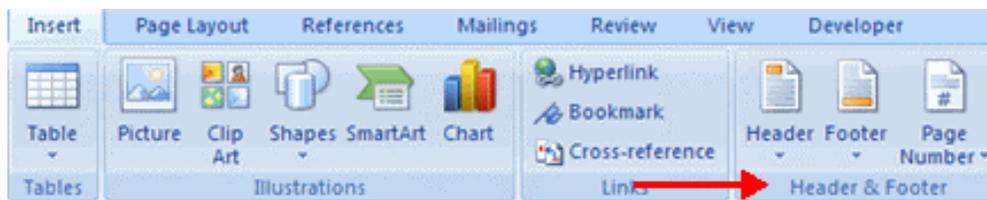


- Select "Watermark" to see the watermark choices

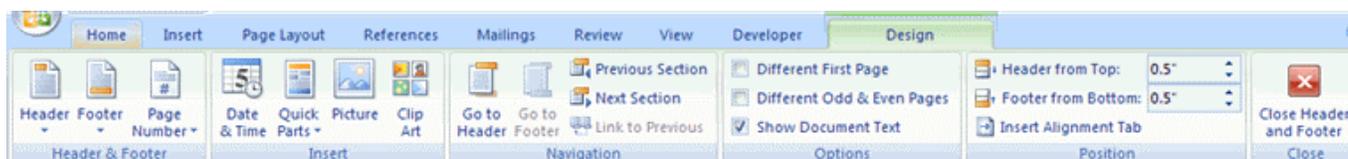
EXERCISE 14 - Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title. First decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**
- Choose a style



- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



Working With Documents

◆ Understanding Document Views

In Word 2007, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

Draft View

You use Draft view to quickly edit your document. This view does not display pictures or layouts, just text.

Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed. It includes all tables, text, graphics, and images.

Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable. Good for viewing two pages at a time.

Outline View

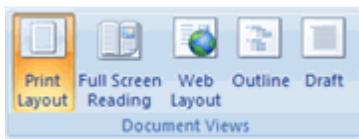
Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

To view a document in different forms, click the document views shortcuts at the bottom of the screen 

or:

Click the **View Tab** on the Ribbon

Click on the appropriate document view.



EXERCISE 15 - Using Templates -

- Click round “Office Button”
- then “New”
- then choose template

Thank you for participating in Intermediate Word 2007