

## **Life After Word 2003**

*An Introduction to Microsoft Word 2007*

The University of Iowa  
ITS – Campus Technology Services  
Iowa City, IA 52242

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## INTRODUCTION

Welcome to **Life After Word 2003**. This manual will serve as both an introduction to Microsoft Word 2007, as well as a guide to better assist your transition from Word 2003 to Word 2007. The bulk of this publication will be a “How to” manual presenting the fundamental steps in Word 2007, but will also include tables at the end of each section comparing the steps you took in Word 2003 to the steps you will now take in Word 2007.

While Microsoft has made some noticeable changes to their latest release of Office, we hope that with the assistance of this guide your transition will not be too intimidating. The instructions in this document are assuming that all settings are the defaults. If you have changed any of the settings in Word 2007, the images and instructions may be somewhat different. The images you see in the following document were taken on a Windows Vista PC using Microsoft Word 2007.

## WHAT'S NEW

Word 2007 presents a new user-interface which is quite different than previous versions of Word. This section will provide you with some basic information about the new look and features available in Word 2007 in order to help you get started.

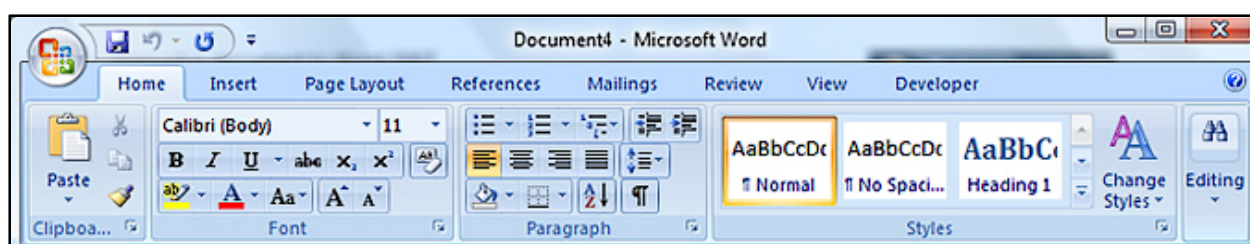



Figure 1: The Ribbon

- **The Ribbon** - Upon launching Word 2007 for the first time the most noticeable change is likely Microsoft's replacement of the traditional toolbars and menus with the Ribbon. The Ribbon presents you with a panel of commands which are organized into a set of tabs (known as the Tab Bar). Each task-oriented tab presents groupings of tasks and their associated subtasks..
- **The Microsoft Office Button**  - The Microsoft Office Button has replaced the File menu in earlier versions of Word. By clicking on this button, you are presented with the commands previously found in the File menu of Word 2003, including *New*, *Open*, *Save*, *Save As*, *Print* and *Close*. In addition, some of these commands include an expandable menu to provide additional options.
- **Live Preview** - Another new feature in Word 2007 is Live Preview, which temporarily applies formatting on the selected text or object when you mouse-over any of the formatting buttons. This temporary formatting is removed once the mouse pointer is moved away from the button, allowing you to preview how the text would appear without having to apply it.
- **Mini Toolbar** – The Mini Toolbar pops up whenever text is selected. This new feature provides easy access to the most commonly used formatting commands in Word. The toolbar will also appear when you right-click on a selection of text. Initially, the toolbar is semi-transparent to allow you a nearly unobstructed view of the text beneath, and becomes opaque when the mouse pointer moves over it.

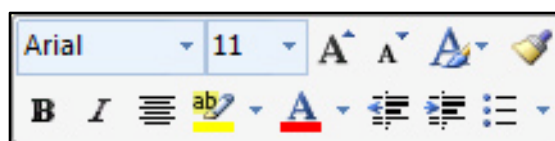


Figure 2: Mini Toolbar

**Please note:** You do not have the ability to customize the Mini toolbar.

- **Quick Access Toolbar** - The Quick Access Toolbar is a customizable toolbar which contains shortcuts for commonly used tools. You have the ability to add and remove the toolbar buttons based on your personal preferences.



Figure 3: Quick Access Toolbar

- **File Format (OpenXML)** – The Microsoft Office suite applications now use a new file format as the default file format. Documents created in Word 2007 will use a file extension of **.docx** (compared to .doc in previous versions). Based on XML, this format uses the ZIP file container, which is compressed and up to 75% smaller than previous Office file formats. Additionally, Word 2007 is able to open all previous versions of Word documents, and you may wish to see Microsoft's Download Site for information pertaining to the availability of the Compatibility Pack.

## GETTING STARTED

### Launch Word 2007

In order to access Word 2007, you will need to do one of the following:

- Double-click the shortcut on your desktop (if applicable), or
- Navigate to Word 2007 through the **Start** button in the Windows taskbar.

### Change the document view

1. Select the **View** tab.
2. Select your preferred view option from the **Document Views** group.

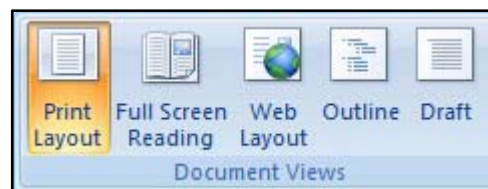



Figure 4: Document Views Group


### Create a new blank document

In order to create a new document in Word 2007, follow the steps below:

1. Click the **Microsoft Office Button**  and select **New**.
2. From the resulting menu, select **New**.
3. Click the **Create** button.

*Keyboard Shortcut:* **CTRL+N**

### Open an existing document

1. Click the **Microsoft Office Button**  and select **Open**.
2. From the resulting menu, navigate to the existing document you wish to open.
3. Once you have selected your document, click the **Open** button.

*Keyboard Shortcut:* **CTRL+O**

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Change the document view:	<ol style="list-style-type: none"> <li>1. Click <b>View</b> from the toolbar.</li> <li>2. Select preferred view from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>View</b> tab</li> <li>2. Select preferred view from <b>Document Views</b> group</li> </ol>
Create a new blank document:	<ol style="list-style-type: none"> <li>1. Click <b>File</b> from the toolbar.</li> <li>2. Select <b>New</b> from the resulting window.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>MS Office Button</b> and select <b>New</b>.</li> <li>2. Select <b>New</b> from the resulting menu and click the <b>Create</b> button.</li> </ol>
Open an existing document:	<ol style="list-style-type: none"> <li>1. Click <b>File</b> from the toolbar.</li> <li>2. Select <b>Open</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>MS Office Button</b> and select <b>Open</b>.</li> <li>2. Navigate to existing document and click the <b>Open</b> button.</li> </ol>

**COMPATIBILITY MODE AND CONVERTING DOCUMENTS**

While users are upgrading to Word 2007 over the next few months, you may find that there are times you will need to access and edit files created in previous versions of Word (for example, you are working on a document with a colleague who is still be running Word 2003). The below information will provide you with the resources you need while working with these documents.

Compatibility Mode

When you open a document created in previous versions of Word, Compatibility Mode is turned on and you will see **Compatibility Mode** in the title bar of that document window. While you are able to open, edit and save documents created in previous versions of Word, you will not be able to use any of the new or enhanced Word 2007 features.

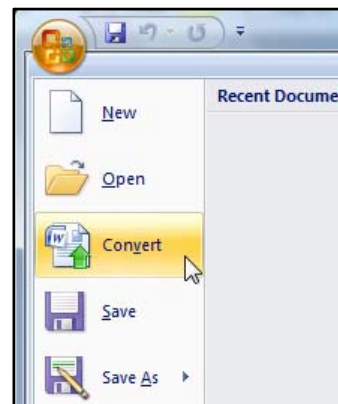


Figure 5: Compatibility Mode

Convert a document to Word 2007

1. Click the **Microsoft Office Button** , then click **Convert**.
2. From the Microsoft Office Word dialog box, click **OK**.

Run the Compatibility Checker

The Compatibility Checker will check your document for features which are not supported by earlier versions of Word. Additionally, the default installation of Microsoft Word 2007 includes the Compatibility Checker.


1. Click the **Microsoft Office Button** .
2. Select **Prepare**.
3. Select **Run Compatibility Checker** from the resulting menu. Any compatibility issues will now display in the **Microsoft Compatibility Checker** dialog box.
4. Click **OK** to close the dialog box and return to your document.

## SAVING FILES

Saving files in Word 2007 is done through the Microsoft Office Button. To save a file, please use one of the methods below.


**Please note:** When saving a document, ITS encourages users to save MS Word documents as a **Word 97-2003 Document**. Doing so ensures that users who have not upgraded to Word 2007 will still be able to access the document in the event that the document is shared.

### Save a file

1. Click the **Microsoft Office Button**  and select **Save**.  
**Note:** If this is the first time saving your document, you will be prompted to name the document. Please continue with the steps below.
2. Navigate to the location to save your file.
3. Enter the name for the new file in the **File name** box.

*Keyboard Shortcut:* **CTRL+S**

### Save an existing document as a new Word document or file type

1. Click the **Microsoft Office Button**  and select **Save As**.
2. Select the file format type from the resulting menu.
3. Navigate to the location to save the new copy of your file.
4. Enter the name for the new file in the **File name:** box.


*Keyboard Shortcut:* **CTRL+A**

### **Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Save a file:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Save</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>MS Office Button</b> and select <b>Save</b>.</li> </ol>
Save an existing document as a new Word document or file type:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Save As</b> from the resulting menu.</li> <li>3. Navigate to location to save file.</li> <li>4. Enter the name for the new file in the <b>File name:</b> box.</li> <li>5. Click the <b>Save</b> button.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>MS Office Button</b> and select <b>Save As</b>.</li> <li>2. Select the file format type from the resulting menu.</li> <li>3. Navigate to location to save file.</li> <li>4. Enter the name for the new file in the <b>File name:</b> box.</li> <li>5. Click the <b>Save</b> button.</li> </ol>

## FORMATTING TEXT AND PARAGRAPHS

### Reveal formatting marks

1. Select the **Home** tab.
2. Click the **Show/Hide** button  from the **Paragraph** group.

*Keyboard Shortcut:* **CTRL+Shift+8**




Figure 6: Paragraph Group

### Use the Mini Toolbar to modify text



1. Select the text you wish to modify and direct your pointer to the Mini Toolbar above your text selection.
2. Click on the appropriate formatting option (i.e., bold, italics, font type or size, etc.), and the changes will be applied to the appropriate text

### Format font

1. Select the **Home** tab.
2. From the **Font** group, select the appropriate formatting option(s), or select  to open the Font dialog box.

*Keyboard Shortcut:* **Ctrl+Shift+F**

### Insert a bulleted or numbered list

1. Select the **Home** tab and choose one of the following options below:
  - From the **Paragraph** group, click the arrow on the **Bullets** button  to select your bulleted list style, or
  - From the **Paragraph** group, click the arrow on the **Numbering** button  to select your numbered list style.


### Modify a an existing bulleted or numbered list

1. Select the bullets or numbers from the list.
2. From the Paragraph group, select the drop-down arrow next to the Bullets or Numbering button.
3. Select a new bullet or numbering style.

### Insert symbols or special characters

1. Place your cursor in the location you wish to insert your symbol or special character.
2. Select the **Insert** tab.
3. Click the **Symbols** button from the **Symbols** group.
4. If your symbol or special character is not visible, click **More Symbols** from the resulting menu, and do one of the following:
  - Click on the **Symbols** tab and select a symbol to insert, or
  - Click on the **Special Characters** tab and select a special character to insert.
5. Click the **Insert** button to insert your symbol or special character.
6. Click the **Close** button to return to your document.

### Apply paragraph formatting


1. Select the text you wish to format.
2. Select the **Home** tab.
3. From the **Paragraph** group, select the appropriate formatting option(s), or select  to open the Paragraph dialog box.



## Let's Compare...

	Word 2003	Word 2007
Reveal formatting marks:	1. Click on the <b>Show/Hide</b> button from the <b>Standard</b> toolbar.	1. Under the <b>Home</b> tab, click the <b>Show/Hide</b> button from the <b>Paragraph</b> group.
Use the Mini Toolbar to modify text	Not available.	1. Select the text you wish to modify and direct pointer to the Mini Toolbar above the text selection. 2. Click on the appropriate formatting option.
Format font:	1. Select the appropriate formatting option from the <b>Formatting</b> toolbar.	1. Select the <b>Home</b> tab. 2. Select the appropriate formatting option from the <b>Font</b> group.
Insert a bulleted or numbered list:	1. Select the <b>Bullets</b> or <b>Numbering</b> buttons from the <b>Formatting</b> toolbar.	1. Select the <b>Home</b> tab and select one of the following options from the <b>Paragraph</b> group: <ul style="list-style-type: none"> <li>• Click the arrow on the <b>Bullets</b> button to select your bulleted list style, or</li> <li>• Click the arrow on the <b>Numbering</b> button to select your numbered list.</li> </ul>
Modify an existing bulleted or numbered list:	1. Select <b>Format</b> from the Menu Bar. 2. Select <b>Bullets and Numbering</b> from the resulting menu. 3. Select a new bullet or numbering style.	1. Select the bullets or numbers from the list. 2. Select the drop-down arrow next to the <b>Bullets</b> or <b>Numbering</b> button. 3. Select a new bullet or numbering style.
Insert symbols or special characters:	1. Select <b>Insert</b> from the Menu Bar. 2. Select <b>Symbol</b> from the resulting menu. 3. Select your symbol or special character from the group 4. Click the <b>Insert</b> button. 5. Click the <b>Close</b> button.	1. Select the <b>Insert</b> tab. 2. Click the <b>Symbols</b> button from the <b>Symbols</b> group. 3. Select your symbol or special character from the group, or click the <b>More Symbols</b> from the resulting menu to select a different symbol or character. 4. Click the <b>Insert</b> button 5. Click the <b>Close</b> button.

**Let's Compare (cont.)...**

	<b>Word 2003</b>	<b>Word 2007</b>
Apply paragraph font:	<ol style="list-style-type: none"> <li>1. Select <b>Format</b> from the Menu Bar.</li> <li>2. Select <b>Paragraph</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. From the <b>Paragraph</b> group, select the appropriate formatting option or select  to open the Paragraph dialog box.</li> </ol>

**EDITING AND PROOFING TOOLS**Check spelling and grammar

1. Select the **Review** tab.
2. Click on **Spelling & Grammar** from the **Proofing** group.

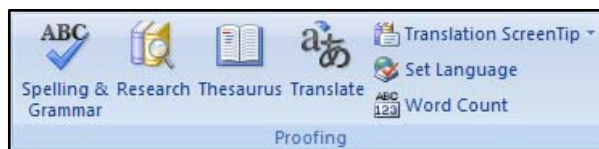


Figure 7: Proofing Group

*Keyboard Shortcut: F7*

Enable or disable Contextual Spell Check

Contextual Spell Check recognizes words which are used incorrectly in context by placing a blue wavy line under the text.

entering there password for the first time,

Figure 8: Contextual Spell Check

1. Click the **Microsoft Office button** .
2. Click the **Word Options** button and select **Proofing**.
3. Under the **When correcting spelling and grammar in Word** section, check or uncheck the **Use contextual spelling** box.

Use the Thesaurus

1. Select the **Review** tab.
2. Click on **Thesaurus** from the **Proofing** group.

*Keyboard Shortcut: Shift+F7*

Obtain Word Count

1. Select the **Review** tab.
2. Click on **Word Count** from the **Proofing** group.

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Check spelling and grammar:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>Spelling and Grammar...</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Review</b> tab.</li> <li>2. Click on <b>Spelling &amp; Grammar</b> from the <b>Proofing</b> group.</li> </ol>

**Let's Compare (cont.)...**

	<b>Word 2003</b>	<b>Word 2007</b>
Enable or disable contextual spell check:	Not available.	<ol style="list-style-type: none"> <li>1. Click the <b>Microsoft Office Button</b>.</li> <li>2. Click the <b>Word Options</b> button and select <b>Proofing</b>.</li> <li>3. Under the <b>When correcting spelling and grammar in Word</b> section, check or uncheck the <b>Use contextual spelling</b> box.</li> </ol>
Use the Thesaurus:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>Research</b> from the resulting menu.</li> <li>3. Under the <b>Search for</b> list, select <b>Thesaurus</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Review</b> tab.</li> <li>2. Click on <b>Thesaurus</b> from the <b>Proofing</b> group.</li> </ol>
Obtain Word Count:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>Word Count</b> from the resulting menu</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Review</b> tab.</li> <li>2. Click on <b>Word Count</b> from the <b>Proofing</b> group.</li> </ol>

**CUT, COPY AND PASTE OPTIONS**

In order to cut, copy and/or paste your document's text or items, follow the appropriate steps below.

Cut text

1. Select the text you wish to cut from your document.
2. Select the **Home** tab.
3. Click on **Cut** from the **Clipboard** group.

*Keyboard Shortcut:* **CTRL+X**

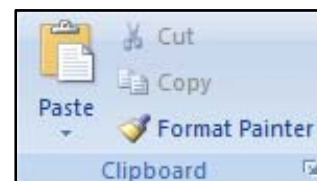


Figure 9: Clipboard Group

Copy text

1. Select the text you wish to copy from your document.
2. Select the **Home** tab.
3. Click on **Copy** from the **Clipboard** group.

*Keyboard Shortcut:* **CTRL+C**

Select all text in a document

1. Select the **Home** tab.
2. Click on **Select | Select All** from the **Editing** group.

*Keyboard Shortcut:* **CTRL+A**

Paste text

1. In your document, place your cursor in the area you wish to paste your text or item.
2. Select the **Home** tab.
3. Click on **Paste** from the **Clipboard** group, and select the appropriate option.

*Keyboard Shortcut:* **CTRL+V**

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Cut text:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Cut</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Click on <b>Cut</b> from the <b>Clipboard</b> group.</li> </ol>
Copy text:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Copy</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Click on <b>Copy</b> from the <b>Clipboard</b> group.</li> </ol>
Select all text in a document:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Select All</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Select <b>Select   Select All</b> from the <b>Editing</b> group.</li> </ol>
Paste text:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Paste</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Click on <b>Paste</b> from the <b>Clipboard</b> group, and select the appropriate option.</li> </ol>

**INSERTING PICTURES AND CLIP ART**

Inserting pictures or clip art in Word 2007 is done through the **Insert** tab. Select one of the methods below to insert your preferred object.

Insert a picture

1. Place your cursor where you want to insert the picture.
2. Select the **Insert** tab.
3. Click on **Picture** from the **Illustrations** group.
4. Navigate to the location that your picture is located.

Double-click the picture that you want to insert

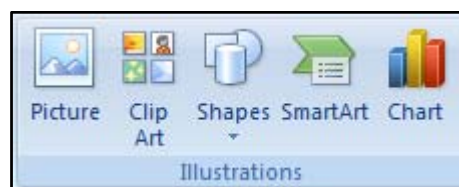


Figure 10: Illustrations Group

Insert clip art

1. Place your cursor where you want to insert the picture.
2. Select the **Insert** tab
3. Click on **Clip Art** from the **Illustrations** group.
4. Type a word or phrase that describes the clip art you are searching for in the **Clip Art** task pane.

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Insert a picture:	<ol style="list-style-type: none"> <li>1. Select <b>Insert</b> from the Menu Bar.</li> <li>2. Select <b>Picture</b> from the resulting menu</li> <li>3. Select <b>From File</b> from the resulting menu.</li> <li>4. Navigate to the location where the picture is located.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Picture</b> from the <b>Illustrations</b> group.</li> <li>3. Navigate to the location where the picture is located.</li> </ol>
Insert clip art:	<ol style="list-style-type: none"> <li>1. Select <b>Insert</b> from the Menu Bar.</li> <li>2. Select <b>Picture</b> from the resulting menu.</li> <li>3. Select <b>Clip Art</b> from the resulting menu.</li> <li>4. Type a word or phrase that describes the clip art you are searching for in the <b>Clip Art</b> task pane.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Clip Art</b> from the <b>Illustrations</b> group.</li> <li>3. Type a word or phrase that describes the clip art you are looking for in the <b>Clip Art</b> task pane.</li> </ol>

**INSERTING AND MODIFYING TABLES**

The following section will walk you through inserting a table into your document, as well as modifying your table preferences (i.e., borders).

Insert tables

1. Select the **Insert** tab.
2. Click on **Table** from the **Tables** group.
3. From the expanded menu, you can do one of the following to determine your table size:
  - a. Select **Insert table...** and specify your table size, or
  - b. Using your mouse, select the appropriate table size by dragging it across the squares on the grid.

Modify tables

**Note:** The **Table Tools** tabs (**Design** and **Layout**) will not be visible in the Ribbon until you have inserted a table into your document and have placed your cursor somewhere in the table.

1. Click on your table in order to reveal the **Table Tools** tabs.
2. From the **Table Tools** tabs, select **Design** or **Layout**, and select your table modifications.

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Insert tables:	<ol style="list-style-type: none"> <li>1. Select <b>Table</b> from the Menu Bar.</li> <li>2. Select <b>Insert</b> from the resulting menu.</li> <li>3. Select <b>Table</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Table</b> from the <b>Tables</b> group.</li> <li>3. From the expanded menu, do one of the following to determine your table size: <ul style="list-style-type: none"> <li>• Select <b>Insert table...</b> or,</li> <li>• Use your mouse to select the appropriate table size on the grid.</li> </ul> </li> </ol>
Modify tables:	<ol style="list-style-type: none"> <li>1. Select <b>Table</b> from the Menu Bar.</li> <li>2. Select <b>Table Properties</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the table in order to reveal the <b>Table Tools</b> tabs.</li> <li>2. From the <b>Table Tools</b> tabs, select <b>Design</b> or <b>Layout</b>.</li> </ol>

**PAGE SETUP AND PAGE/SECTION BREAKS**

This section will include information for setting page margins, page orientation and inserting page/section breaks into your document.

Set page margins

1. Select the **Page Layout** tab.
2. Click on **Margins** from the **Page Setup** group.
3. Select one of the pre-defined margin settings, or specify your own by selecting the **Custom Margins** and entering the new values into the appropriate fields.

Set page orientation

1. Select the **Page Layout** tab.
2. Click on **Orientation** from the **Page Setup** group.
3. Select **Portrait** or **Landscape**.

Insert page or section breaks

1. Select the **Page Layout** tab.
2. Click on the **Breaks** drop-down menu from the **Page Setup** group.
3. Select the type of break you wish to insert into your document.

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Set page margins:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Page Setup</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Page Layout</b> tab.</li> <li>2. Click on <b>Margins</b> from the <b>Page Setup</b> group.</li> <li>3. Select a pre-defined margin or specify your own by selecting <b>Custom Margins</b></li> </ol>

**Let's Compare (cont.)...**

	<b>Word 2003</b>	<b>Word 2007</b>
Set page orientation:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Page Setup</b> from the resulting menu.</li> <li>3. Under <b>Orientation</b>, select <b>Portrait</b> or <b>Landscape</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Page Layout</b> tab.</li> <li>2. Click on <b>Orientation</b> from the <b>Page Setup</b> group.</li> <li>3. Select <b>Portrait</b> or <b>Landscape</b>.</li> </ol>
Insert page or section breaks:	<ol style="list-style-type: none"> <li>1. Select <b>Insert</b> from the Menu Bar.</li> <li>2. Select <b>Break</b> from the resulting menu.</li> <li>3. Select the type of break you wish to insert into your document.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Page Layout</b> tab.</li> <li>2. Click on the <b>Breaks</b> drop-down menu from the <b>Page Setup</b> group.</li> <li>3. Select the type of break you wish to insert into your document.</li> </ol>

**PAGE NUMBERING, HEADERS AND FOOTERS**

The following section will assist you in inserting and modifying page numbers, headers and footers.

Insert page numbers

Page numbers are associated with headers and footers, and can be added to the top, bottom or margins of a document. In order to insert page number in your documents, follow the instructions below:

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Based on your preferences, select the appropriate location for your page numbers to appear (**Top of Page**, **Bottom of Page** or **Page Margins**).
4. Select your page numbering design from the design gallery.

Change "Start At" page number

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Select **Format Page Numbers**.
4. Select **Start at:** under **Page numbering**, and change your new beginning page number.

Remove page numbers

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Select **Remove Page Numbers**.

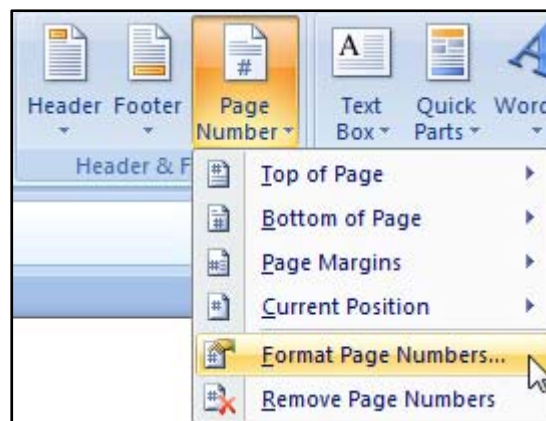


Figure 11: Change "Start At" page number

Insert headers and footers

1. Select the **Insert** tab.
2. Click on **Header** or **Footer** from the **Header & Footer** group.
3. Select and click the header or footer design that you want.

Modify headers and footers

1. Select the **Insert** tab.
2. Click on the appropriate option from the **Header & Footer** group (Header or Footer).
3. Select **Edit Header** or **Edit Footer** (based on your selection in step 2).



Figure 12: Header & Footer Group

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Insert page numbers:	<ol style="list-style-type: none"> <li>1. Select <b>Insert</b> from the Menu Bar.</li> <li>2. Select <b>Page Numbers</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Page Number</b> from the <b>Header &amp; Footer</b> group.</li> <li>3. Select the appropriate location for your page numbers to appear.</li> <li>4. Select your page numbering design from the design gallery.</li> </ol>
Change "Start At" page number:	<ol style="list-style-type: none"> <li>1. Select <b>Insert</b> from the Menu Bar.</li> <li>2. Select <b>Page Numbers</b> from the resulting menu.</li> <li>3. Select <b>Format</b> from the resulting window.</li> <li>4. Select <b>Start at:</b> under <b>Page numbering</b> and change your new beginning page number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Page Number</b> from the <b>Header &amp; Footer</b> group.</li> <li>3. Select <b>Format Page Numbers</b>.</li> <li>4. Select <b>Start at:</b> under <b>Page numbering</b> and change your new beginning page number.</li> </ol>
Remove page numbers:	<ol style="list-style-type: none"> <li>1. Select <b>View</b> from the Menu Bar.</li> <li>2. Select <b>Header and Footer</b> from the resulting menu.</li> <li>3. Select a page number in your header or footer.</li> <li>4. Press <b>Delete</b> on your keyboard.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Page Number</b> from <b>Header &amp; Footer</b> group.</li> <li>3. Select <b>Remove Page Numbers</b>.</li> </ol>
Insert headers and footers:	<ol style="list-style-type: none"> <li>1. Select <b>View</b> from the Menu Bar.</li> <li>2. Select <b>Header and Footer</b> from the resulting menu.</li> <li>3. Insert the header or footer information in the appropriate spaces.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on <b>Header</b> or <b>Footer</b> from the <b>Header &amp; Footer</b> group.</li> <li>3. Select and click the header or footer design that you want.</li> </ol>




**Let's Compare (cont.)...**


	<b>Word 2003</b>	<b>Word 2007</b>
Modify headers and footers:	<ol style="list-style-type: none"> <li>1. Select <b>View</b> from the Menu Bar.</li> <li>2. Select <b>Header and Footer</b> from the resulting menu.</li> <li>3. Modify your header or footer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Insert</b> tab.</li> <li>2. Click on the appropriate option from the <b>Header &amp; Footer</b> group (either header or footer).</li> <li>3. Select <b>Edit Header</b> or <b>Edit Footer</b> (based on your selection in step 2).</li> </ol>

**PRINT AND PRINT PREVIEW**

Print Preview (preview document before printing)

1. Click the **Microsoft Office Button**  and select **Print**.
2. Click on **Print Preview**.

Print documents

1. Click the **Microsoft Office Button** , select **Print** and choose one of the following options:
  - a. To print using the Print dialog box, click **Print**.
  - b. To print your document and bypass the Print dialog box, click **Quick Print**.

**Note:** By selecting **Quick Print**, you will not have the ability to select other printers, modify number of copies or set other printer options. The document will be sent directly to the default printer.

*Keyboard Shortcut: CTRL+P*

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Print Preview:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Print Preview</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the <b>Microsoft Office Button</b> and select <b>Print</b>.</li> <li>2. Click on <b>Print Preview</b>.</li> </ol>
Print documents:	<ol style="list-style-type: none"> <li>1. Select <b>File</b> from the Menu Bar.</li> <li>2. Select <b>Print</b> from the resulting menu</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the <b>Microsoft Office Button</b> and select <b>Print</b>.</li> <li>2. Select on of the options from the resulting menu.</li> </ol>

## FIND AND REPLACE TEXT

Word 2007 provides you with the option to find and/or replace text in your document, as explained in the options below.

### Find text in your document

1. Select the **Home** tab.
2. Click on **Find | Find** from the **Editing** group.

*Keyboard Shortcut:* **CTRL+F**

### Replace text in your document

1. Select the **Home** tab.
2. Click on **Replace** from the **Editing** group.

*Keyboard Shortcut:* **CTRL+H**

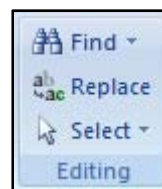


Figure 13: Editing Group


## Let's Compare...

	Word 2003	Word 2007
Find text in your document:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Find</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Click on <b>Find   Find</b> from the <b>Editing</b> group.</li> </ol>
Replace text in your document:	<ol style="list-style-type: none"> <li>1. Select <b>Edit</b> from the Menu Bar.</li> <li>2. Select <b>Find</b> from the resulting menu.</li> <li>3. Select the <b>Replace</b> tab from the resulting window.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Home</b> tab.</li> <li>2. Click on <b>Replace</b> from the <b>Editing</b> group.</li> </ol>

## TEMPLATES AND ADD-INS

Commands for working with templates, macros and XML are located on the **Developer** tab, and will only be displayed if you turn it on.

### Display the Developer tab

1. Click the **Microsoft Office Button**  and click **Word Options**.
2. Click **Popular** and place a checkmark next to **Show Developer tab in the Ribbon**.
3. Click **OK** to save your changes.

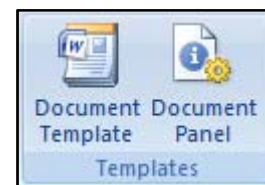


Figure 14: Templates Group

### Attach a template to your document

1. Select the **Developer** tab.
2. Click on **Document Template** from the **Templates** group.

## Let's Compare...

	Word 2003	Word 2007
Display the <b>Developer</b> tab:	Not available.	<ol style="list-style-type: none"> <li>1. Click the <b>Microsoft Office Button</b> and click <b>Word Options</b>.</li> <li>2. Click <b>Popular</b> and place a checkmark next to <b>Show Developer tab in the Ribbon</b>.</li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Attach a template to your document:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>Templates and Add-Ins</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the <b>Developer</b> tab.</li> <li>2. Click on <b>Document Template</b> from the <b>Template</b> group.</li> </ol>

## REVIEWING DOCUMENTS

### Track Changes

1. Click on the **Review** tab.
2. Click on the top section of **Track Changes** from the **Tracking** group.

Note: To stop tracking changes to your document, repeat steps 1-2 above.

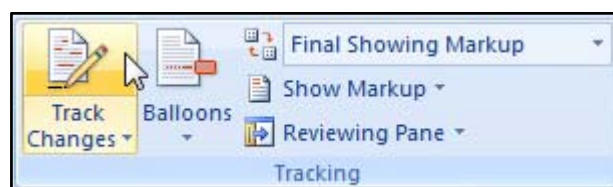


Figure 15: Tracking Group

*Keyboard Shortcut: Ctrl+Shift+E*

### Use the Reviewing Pane

1. Click on the **Review** tab.
2. Select one of the following options:
  - a. Click the **Reviewing Pane** button from the **Tracking** group to display the Reviewing Pane.
  - b. Click the drop-down menu next to the **Reviewing Pane** button from the **Tracking Group** to modify the location of the Reviewing Pane.

### Review changes and comments

1. Click on the **Review** tab.
2. Click **Show Markup** from the **Tracking** group.
3. Select **Reviewers** and select the reviewer(s) you wish to view from the resulting menu.
4. Click the **Previous** or **Next** button from the **Changes** group.
5. From the **Changes** group, click on the appropriate action to be applied to the changes (i.e., Accept, Reject, etc.)

**Note:** To delete a comment, click the **Delete** button from the **Comments** group.

### Mark a document as "Final"

1. Click the **Microsoft Office Button**.
2. Select **Prepare**.
3. From the resulting menu, select **Mark as Final**.
4. Click the **OK** button to save changes and return to your document.

**Note:** To remove the Final setting from the document, repeat steps 1-4 above.

**Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Track changes:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>Track Changes</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the <b>Review</b> tab.</li> <li>2. Click on the <u>top section</u> of <b>Track Changes</b> from the <b>Tracking</b> group.</li> </ol>
Use the Reviewing pane:	<ol style="list-style-type: none"> <li>1. From the <b>Reviewing</b> toolbar, select <b>Reviewing Pane</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the <b>Review</b> tab.</li> <li>2. Select one of the following options: <ul style="list-style-type: none"> <li>• Click the <b>Reviewing Pane</b> button from the <b>Tracking</b> group, or</li> <li>• Click the drop-down menu next to the <b>Reviewing Pane</b> button from the <b>Tracking Group</b>.</li> </ul> </li> </ol>
Review changes and comments:	<ol style="list-style-type: none"> <li>1. From the <b>Reviewing</b> toolbar, select <b>Show</b></li> <li>2. Select <b>Reviewers</b> and select the reviewer(s) you wish to view from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the <b>Review</b> tab.</li> <li>2. Click <b>Show Markup</b> from the <b>Tracking</b> group.</li> <li>3. Select <b>Reviewers</b> and select the reviewer(s) you wish to view from the resulting menu.</li> </ol>
Mark a document as "Final":	<ol style="list-style-type: none"> <li>1. From the <b>Reviewing</b> toolbar, select <b>Show</b>.</li> <li>2. Select <b>Final</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>Microsoft Office Button</b>.</li> <li>2. Select <b>Prepare</b>.</li> <li>3. From the resulting menu, select <b>Mark as Final</b>.</li> </ol>

**MAIL MERGE**

Mail merge can be used to create documents, such as a form letter sent to many customers, or a sheet of address labels. Given the many routes you can go with a mail merge, we are not able to provide specific instructions for this feature. However, we can provide you with resources to assist you in completing your task.

Microsoft Word Help Menu

Microsoft's Help menu provides you with detailed, step-by-step instructions for completing a mail merge. In order to access the mail merge instructions, follow the steps below:

1. Click on the **Microsoft Office Word Help** button  (or press **F1**).
2. Under the **Browse Word Help** section, click on the **Mail merge** link (or enter "**mail merge**" in the search field).
3. In the resulting list, select the option that best describes your project.

### Microsoft Office Online Support

Microsoft Office Online provides training, support, product information and much more. To search for information pertaining a mail merge, follow the steps below:

1. Go to <http://office.microsoft.com>.
2. Enter “**mail merge**” in the search field.
3. In the resulting list, select the option that best describes your project.

## **CUSTOMIZATIONS AND PREFERENCES**

### Customize the Quick Access Toolbar

1. Click the drop-down arrow next to the **Customize Quick Access Toolbar** button (see Figure 16).
2. From the resulting menu, select **More Commands**.
3. From the **Choose commands from** drop-down menu, select a category.
4. In the box on the left, select the command you wish to add and click the **Add** button.
5. Click the **OK** button.



Figure 16: Customize the Quick Access Toolbar

**Note:** To remove a command from the toolbar, select the command you wish to remove from the box on the right and click the **Remove** button.

### Customize AutoCorrect settings

1. Click the **Microsoft Office Button**.
2. Click **Word Options**.
3. Click **Proofing**.
4. Click the **AutoCorrect Options** button.


### **Let's Compare...**

	<b>Word 2003</b>	<b>Word 2007</b>
Customize the Quick Access Toolbar:	Not Available.	<ol style="list-style-type: none"> <li>1. Click the <b>Customize Quick Access Toolbar</b> button.</li> <li>2. Select <b>More Commands</b> from the resulting menu.</li> <li>3. From the <b>Choose commands from</b> drop-down menu, select a category</li> <li>4. Select the command you wish to add and click the <b>Add</b> button.</li> <li>5. Click the <b>OK</b> button.</li> </ol>
Customize AutoCorrect settings:	<ol style="list-style-type: none"> <li>1. Select <b>Tools</b> from the Menu Bar.</li> <li>2. Select <b>AutoCorrect Options</b> from the resulting menu.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the <b>Microsoft Office Button</b>.</li> <li>2. Click <b>Word Options</b></li> <li>3. Click <b>Proofing</b>.</li> <li>4. Click the <b>AutoCorrect Options</b> button.</li> </ol>

## GETTING HELP

Should you find you need assistance with Word 2007 on items not covered in this guide, we have provided you with a number of available resources:

- **Microsoft Office Word Help:**

Click on the **Microsoft Office Word Help** button  in the upper right-hand corner of Word 2007 to launch Microsoft Word Help (or press **F1**).

- **Microsoft's Interactive Word 2003 to Word 2007 command reference guide:**

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Provides you with an interactive guide which allows you to perform a command in Word 2003 and then displays the steps for performing the same command in Word 2007.

- **Microsoft's Word 2007 Help and How-to:**

<http://office.microsoft.com/en-us/word/FX100649251033.aspx?CTT=96&Origin=CL100636481033>

Provides you with a plethora of Word 2007 "Help" and "How-to" information from Microsoft's Office Support site.

- **University of Iowa - ITS Help Desk**

Phone: 384-HELP (4357)

E-mail: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)

Location: University Capitol Centre (UCC)

<http://helpdesk.its.uiowa.edu>

## KEYBOARD SHORTCUTS

The following page provides keyboard shortcuts for commonly used Word 2007 commands. You may wish to print this page for quick reference.

### Office Button Shortcuts:

Create a new blank document .....	CTRL+N
Open an existing document .....	CTRL+O
Save a file.....	CTRL+S
Save as .....	CTRL+A
Print document .....	CTRL+P

### Font Group Shortcuts:

Format font.....	CTRL+Shift+F
Font size.....	CTRL+Shift+P
Bold .....	CTRL+B
Italic.....	CTRL+I
Underline .....	CTRL+U

### Paragraph Group Shortcuts:

Show/Hide formatting marks.....	CTRL+Shift+8
Align text left:.....	CTRL+L
Align text center .....	CTRL+E
Align Text Right.....	CTRL+R
Justify .....	CTRL+J

### Editing Group Shortcuts:

Find .....	CTRL+F
Replace .....	CTRL+H

### Clipboard Group Shortcuts:

Cut text.....	CTRL+X
Copy text .....	CTRL+C
Select all text.....	CTRL+A
Paste text .....	CTRL+V

### Editing and Proofing Shortcuts:

Check spelling and grammar .....	F7
Use the Thesaurus.....	Shift+F7