

Navigating Microsoft Word 2007

Subject Descriptors: Microsoft Office Word 2007, Interface

Application (Version): Microsoft Word 2007 for Windows

Task Description: I am new to Microsoft Word 2007. How do I get around? What are the new features? Are my files compatible with other versions?

Tutorial Date: 12 May 2009, by Sarah Zabriskie

The Microsoft Office Button



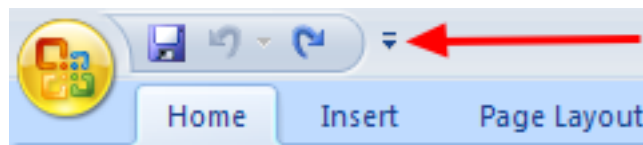
The Microsoft Office Button is basically equivalent to the File Menu in Microsoft Office 2003. The button is located in the top left corner of the window.

The Quick Access Toolbar



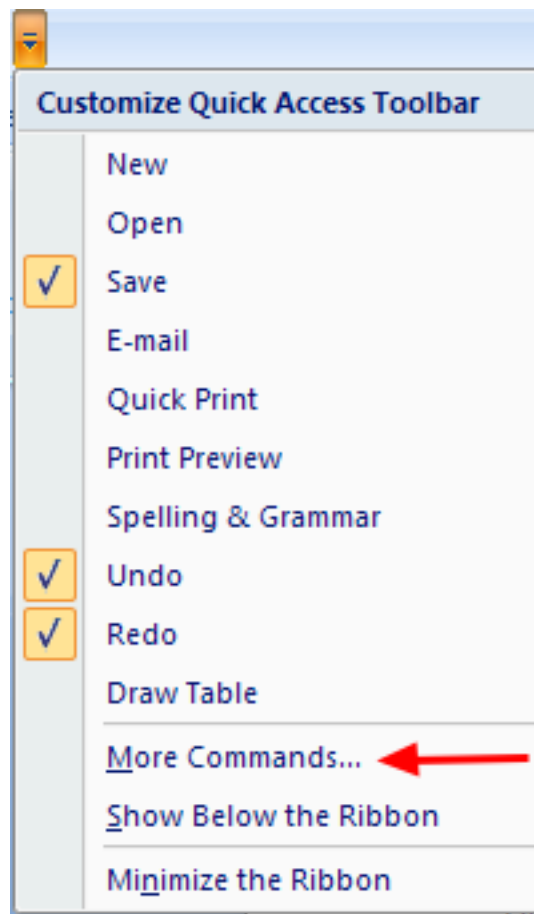
The quick access toolbar is meant for easy access of the tools most often used in Microsoft Word 2007. It is customizable, so you can add or delete any tools from the toolbar that you want. The toolbar is located directly to the right of the Microsoft Office button.

Adding a Tool to the Quick Access Toolbar



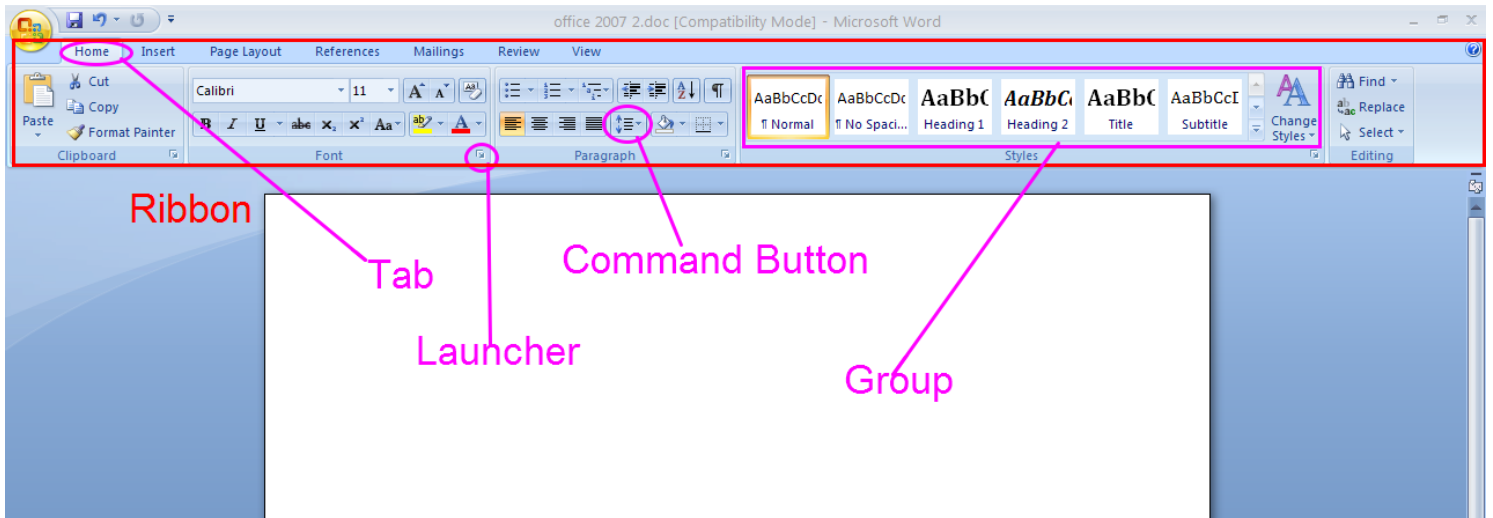
1) Click on the small down arrow beside the toolbar.

Adding a Tool to the Quick Access Toolbar Continued



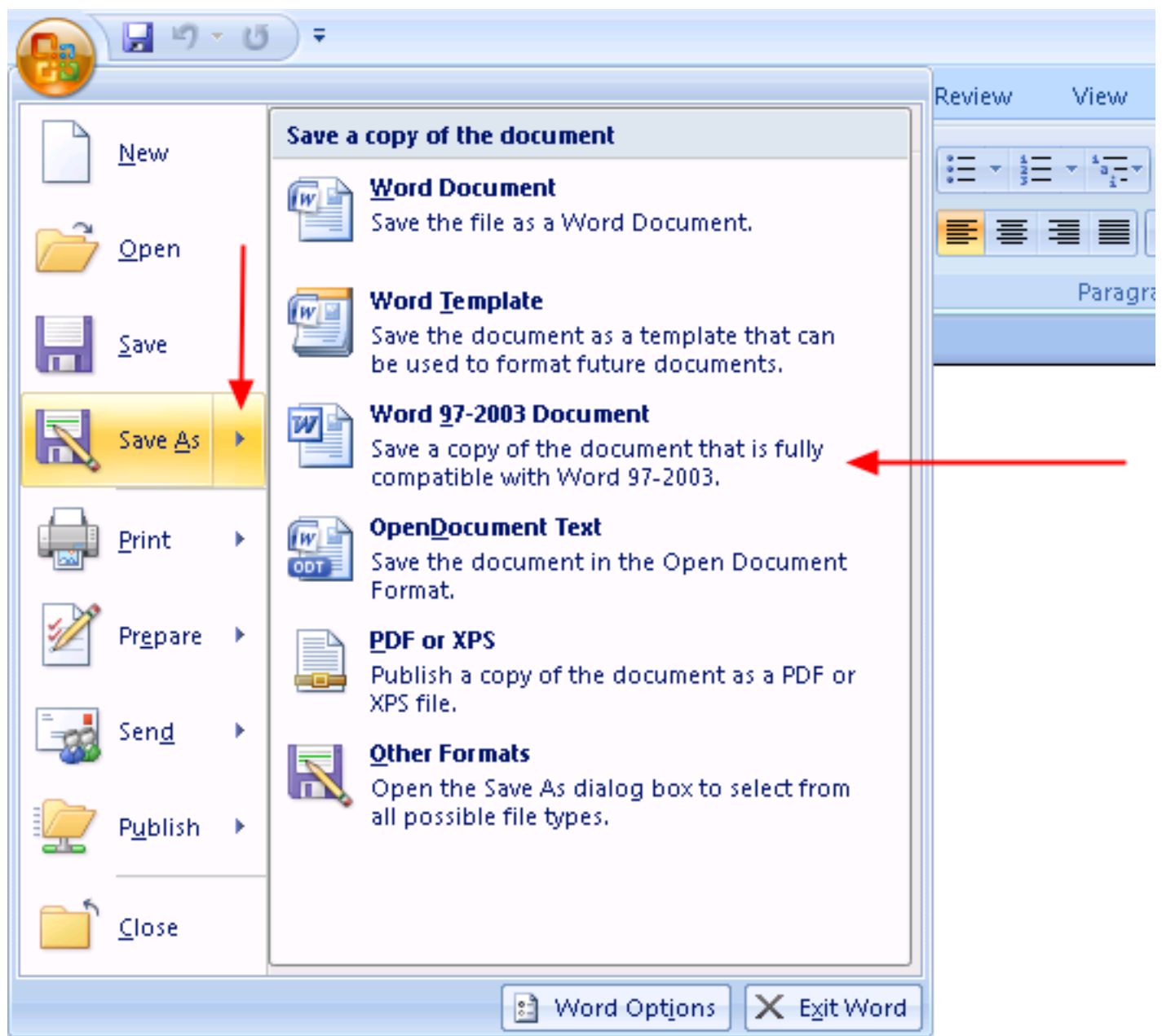
- 2) A drop down box will appear with several options to choose from. Click on the tools you would like added to the toolbar. Once they are clicked, a check mark will appear to the side of the option, and will then appear on the toolbar. To remove a tool from the toolbar, click on the tool in the drop down box you'd like to remove. The check mark will disappear, and the tool will be removed from the toolbar.
- 3) If you would like more tools to choose from when adding tools to the toolbar, click on the '**More Commands**' option on the drop down box. This will take you to a window that will allow you to customize your own toolbar in greater depth.

The Ribbon



The navigation for most of the tools is found in the Ribbon. The ribbon has four main parts: tabs, groups, command buttons and launchers.

The New File Format



Office 2007 offers a new file format for all applications in the suite. The new default file format is Open XML and is based on XML. This file format is 75% smaller than current Microsoft Office formats. Documents are now saved with a different extension. For example, Word documents will be saved as filename.docx.

NOTE: The new file format is not compatible with older versions of Office. To save documents in a compatible format, select the **Save As** option, by clicking on the arrow to the right, and choose the Office 2003 format. This will allow you to save your document in the 2003 format so you may view it in the 2003 version of Word.

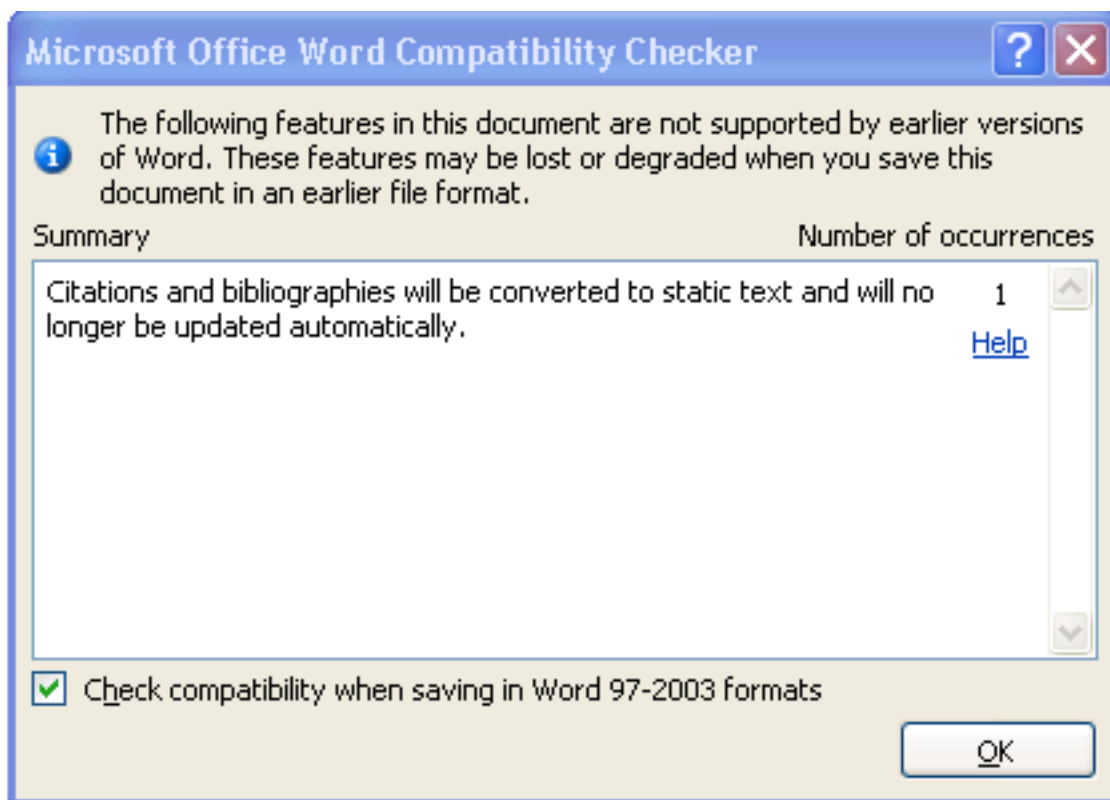
It is recommended to use the Microsoft Office 97-2003*.doc format until Microsoft Office 2007 becomes more standard.

Setting *.doc. as the Default File Format

The screenshot shows the 'Word Options' dialog box in Microsoft Word 2007. The 'Save' category is selected in the left-hand navigation pane. The main area is titled 'Customize how documents are saved.' Under the 'Save documents' section, the 'Save files in this format:' dropdown menu is open, showing a list of file formats. 'Word 97-2003 Document (*.doc)' is highlighted. Other options include Word Document (*.docx), Word Macro-Enabled Document (*.docm), Word Template (*.dotx), Word Macro-Enabled Template (*.dotm), Word 97-2003 Template (*.dot), Single File Web Page (*.mht, *.mhtml), Web Page (*.htm, *.html), Web Page, Filtered (*.htm, *.html), Rich Text Format (*.rtf), Plain Text (*.txt), Word XML Document (*.xml), Word 2003 XML Document (*.xml), OpenDocument Text (*.odt), and Works 6.0 - 9.0 (*.wps). The 'Save AutoRecover information' checkbox is checked. The 'Offline editing options for documents' section shows 'The server drafts location' selected. The 'Preserve fidelity when sharing documents' section has the 'Embed fonts in the file' checkbox unchecked.

- 1) Click on the **Microsoft Office** button
- 2) Click on **Word Options** at the bottom of the menu
- 3) Click on **Save** in the left menu
- 4) Select Word 97-2003 document (*.doc) under the **Save files in the format:** drop down menu
- 5) Click **OK**

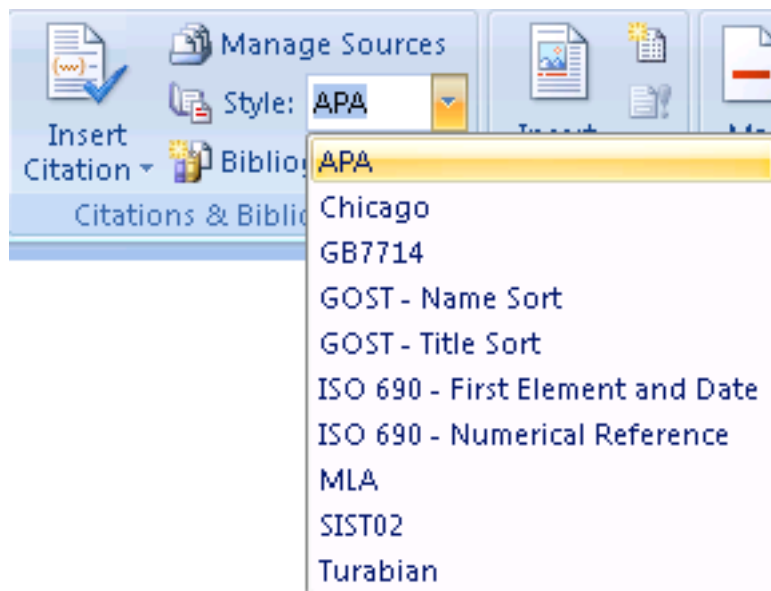
Running the Compatibility Checker



There are many new features in Word 2007 which are not compatible with earlier versions of Word. If you have used features from Word 2007 that are not compatible with earlier versions of Word, and wish to save that document in an earlier version of Word, some features may be lost or degraded. The compatibility checker checks the document for features that are not supported by earlier versions of word.

- 1) Click the **Microsoft Office** button.
- 2) Select **Prepare**
- 3) Select **Run Compatibility Checker** from the resulting menu. (*The **Microsoft Office Compatibility Checker** dialog box will display any compatibility issues.*)
- 4) Click the **OK** button

Creating Citations and Bibliographies



Citations and Bibliographies can be generated automatically for a variety of style rules, including APA, Chicago, and MLA. All references are updated when styles are changed.

The Basic Steps

- 1) Click on the **References** tab
- 2) Select the style rule in the **Style:** drop down menu in the **Citations & Bibliographies** group
- 3) Click insert Citation in the **Citations & Bibliographies** group
 - Click Add New Source... to add a source to the bibliography
 - Click Add a New Placeholder... to just add a placeholder for the source, but not create the source yet
 - Click Search libraries... to use a search for references
- 4) Place the type cursor in the desired place for the bibliography
- 5) Click **Bibliography** in the **Citations & Bibliographies** group
 - Browse and select the bibliography style desired

More on Creating Sources

Create Source

Type of Source: Book

Bibliography Fields for MLA

Author: Blue, Big

Corporate Author

Title: What's new in MS Office 2007

Year: 2007

City: Logan

Publisher: USU POP

Show All Bibliography Fields

Tag name: Blu07 Example: Adventure Works Press

1) Under the **References** tab, click Insert Citation in the **Citations & Bibliographies** group

2) Click **Add New Source...**

3) Select the **Type of Source** from the drop down menu

4) Type in the information for the source

If you wish to enter in more information other than the recommended information, click the

Show

All Bibliography Fields check box.

You may also edit the tag in the Tag Name field

5) Click on **Insert Citation**

6) Click on the appropriate source to insert a tag for the source

Creating a source automatically inserts a tag for the source where ever the type cursor was placed last.

NOTE: Once you have created all your source citations, word can automatically create a bibliography for you.

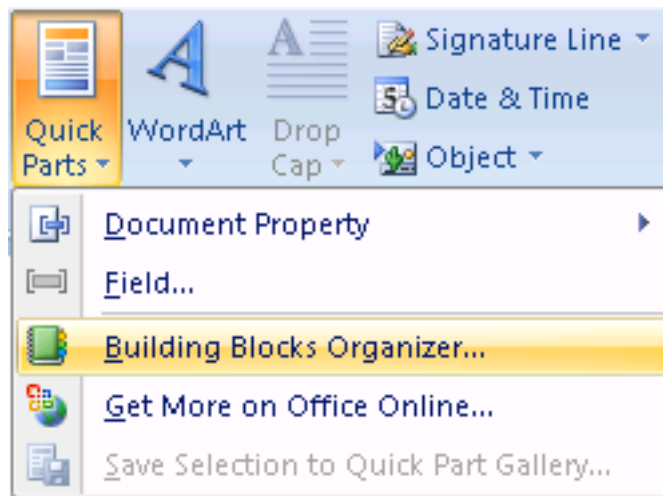
In the **Citations & Bibliography** group, select the type of bibliography you would like by using the

Style: drop down menu.

Click **Bibliography** in the **Citations and Bibliography** group, and select the type of bibliography you would prefer.

Word will create a bibliography from the information entered in the Insert Citation drop down box.

Building Blocks



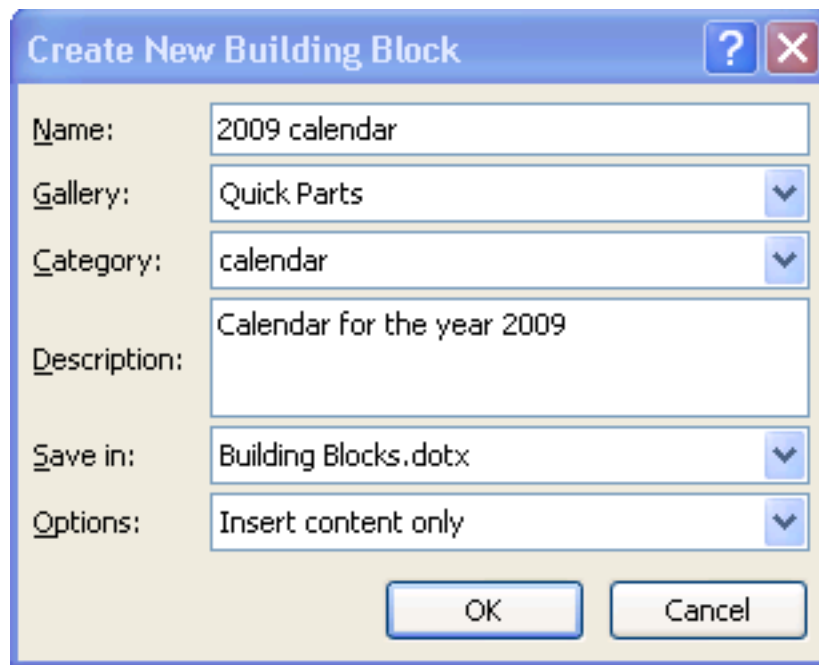
Building Blocks are pre-formatted elements such as cover pages, pull quotes, headers, footers, text boxes, quick parts, and other items that can be inserted into a document.

Inserting a Block

- 1) Under the **Insert** tab, click on **Quick Parts** in the Text group.
- 2) Click on **Building Blocks Organizer**
- 3) Browse for the desired block, note the blocks are organized by gallery (e.g. headers, footers, cover pages, etc.)
- 4) Click to insert a block

NOTE: Click delete to permanently remove a block from the list, or click **Edit Properties** to edit the information on a block.

Creating a New Block



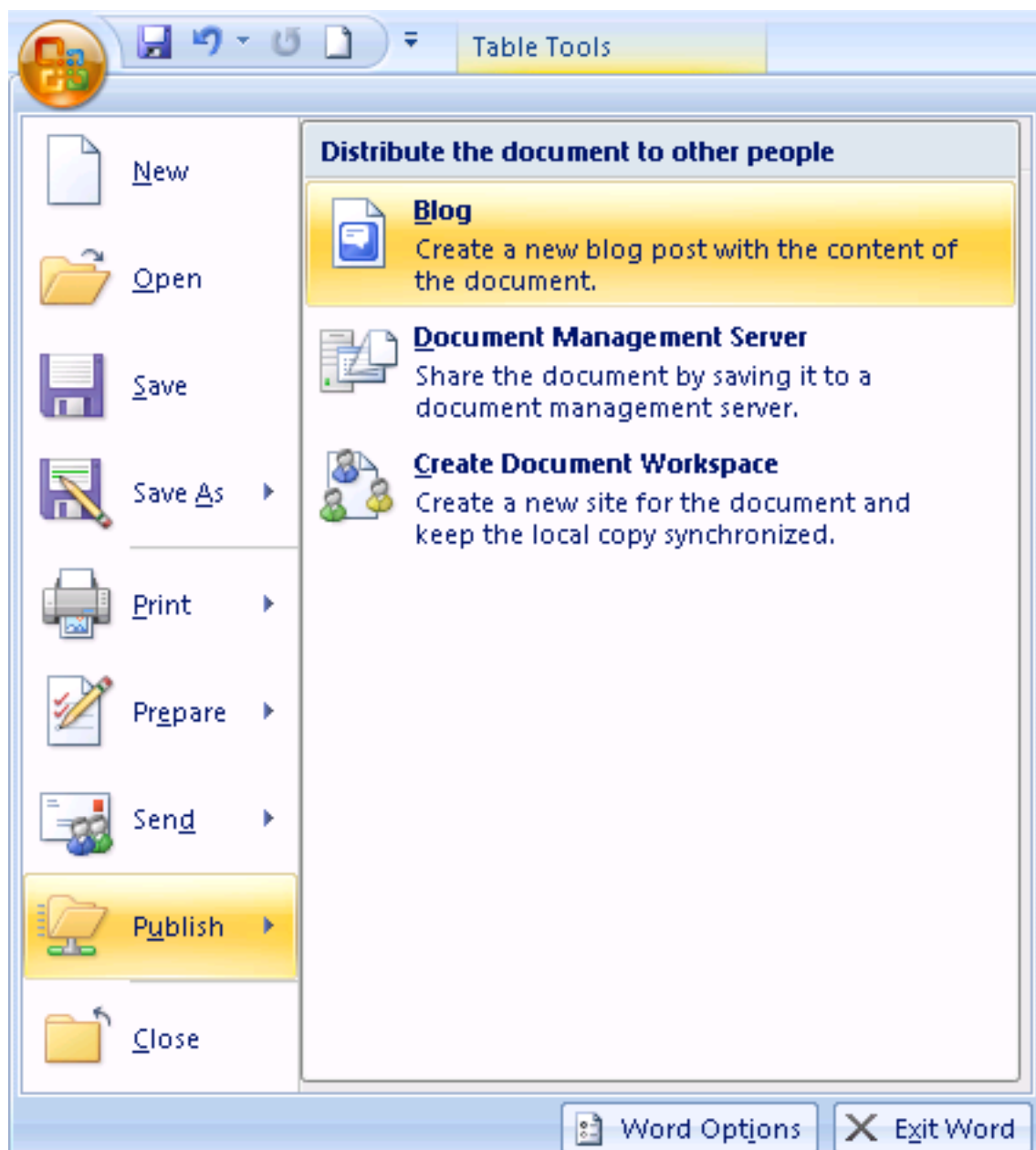
The screenshot shows the 'Create New Building Block' dialog box. The fields are filled with the following information:

- Name: 2009 calendar
- Gallery: Quick Parts
- Category: calendar
- Description: Calendar for the year 2009
- Save in: Building Blocks.dotx
- Options: Insert content only

Buttons: OK, Cancel

- 1) Select the text or graphic to create the block from
- 2) Under the **Insert** tab, click on **Quick Parts** in the Text group
- 3) Click on **Save Selection to Quick Part Gallery**
- 4) Enter the information of the new block into the fields and drop down menus
- 5) Click OK

Uploading to a Blogger



Bloggers can now use Word to write and upload their content. Supported blogging sites include Windows Live Spaces, Share Point, and Blogger.

Registering a Blog Account

- 1) Open/create the document to be published
- 2) Click the **Microsoft Office** button
- 3) Click **Publish**, then click **Blog**

If you have never registered an account, a small window will pop up. Click **Register Now**

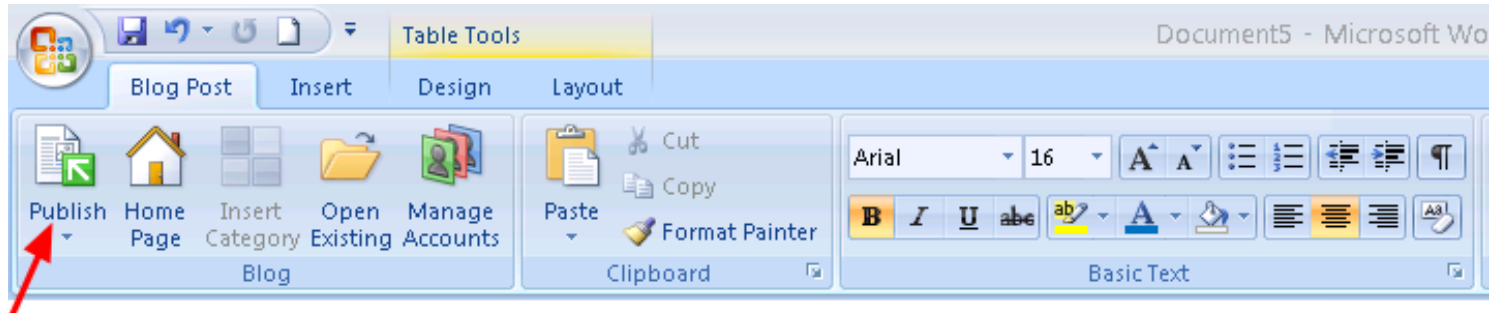
If you have registered an account and wish to add a new account, click **Manage Accounts**, then

click **New**.

4) Choose the blogger to use and click **Next**

5) Enter in the required information and follow the prompts (note: each blogger is a little different to register)

Uploading From an Existing Document



[Enter Post Title Here]



January

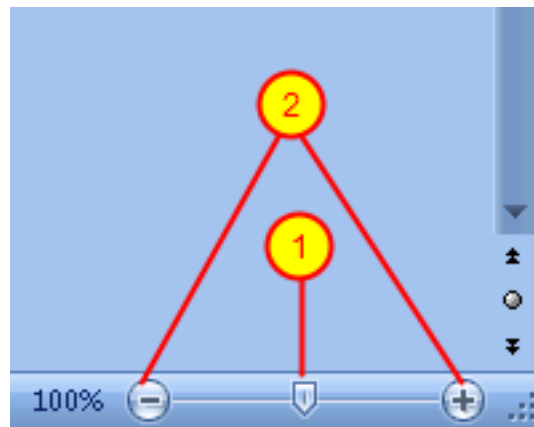
February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
4:☉	10:☉	17:☉	26:☉			

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
2:☉	9:☉	16:☉	24:☉			

- 1) Open/create the document to be published
- 2) Click the **Microsoft Office** button
- 3) Click **Publish**, then click **Blog**
- 4) Type in a title for the blog post in the **Enter a Post Title Here** field
- 5) Click Publish
- 6) Enter in your user name and password for the blogger if prompted

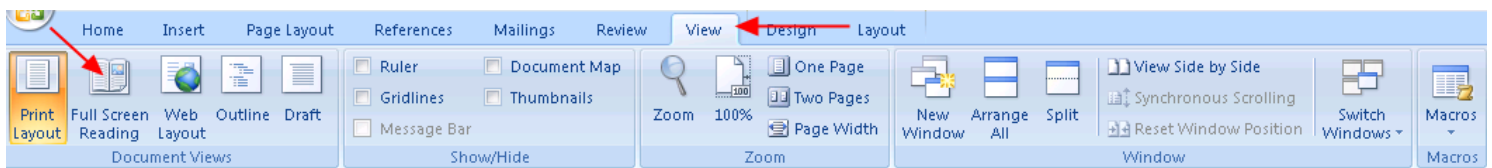
Using the Zoom Slider



1) The zoom slider allows you to zoom in and out of your document very quickly. It is located in the bottom right hand corner of the screen. To increase or decrease the size of your document very quickly, click and drag the zoom slider on the **Status Bar**.

2) To zoom in or out by 10%, click the **Zoom Out** (the minus sign) or **Zoom In** (the plus sign) button on the **Status Bar**.

Full Screen Reading



Full screen reading layout can show two pages at a time. The view fills the screen and provides access only to tools that can be used in the review process.

1) Under the view tab, click on Full Screen Reading in the Document Views group

2) To close the view, click the **Close** button in the upper right hand corner