

Getting Started: Microsoft Word 2007



Produced by the Humboldt Unified School District Information Services Department

Welcome

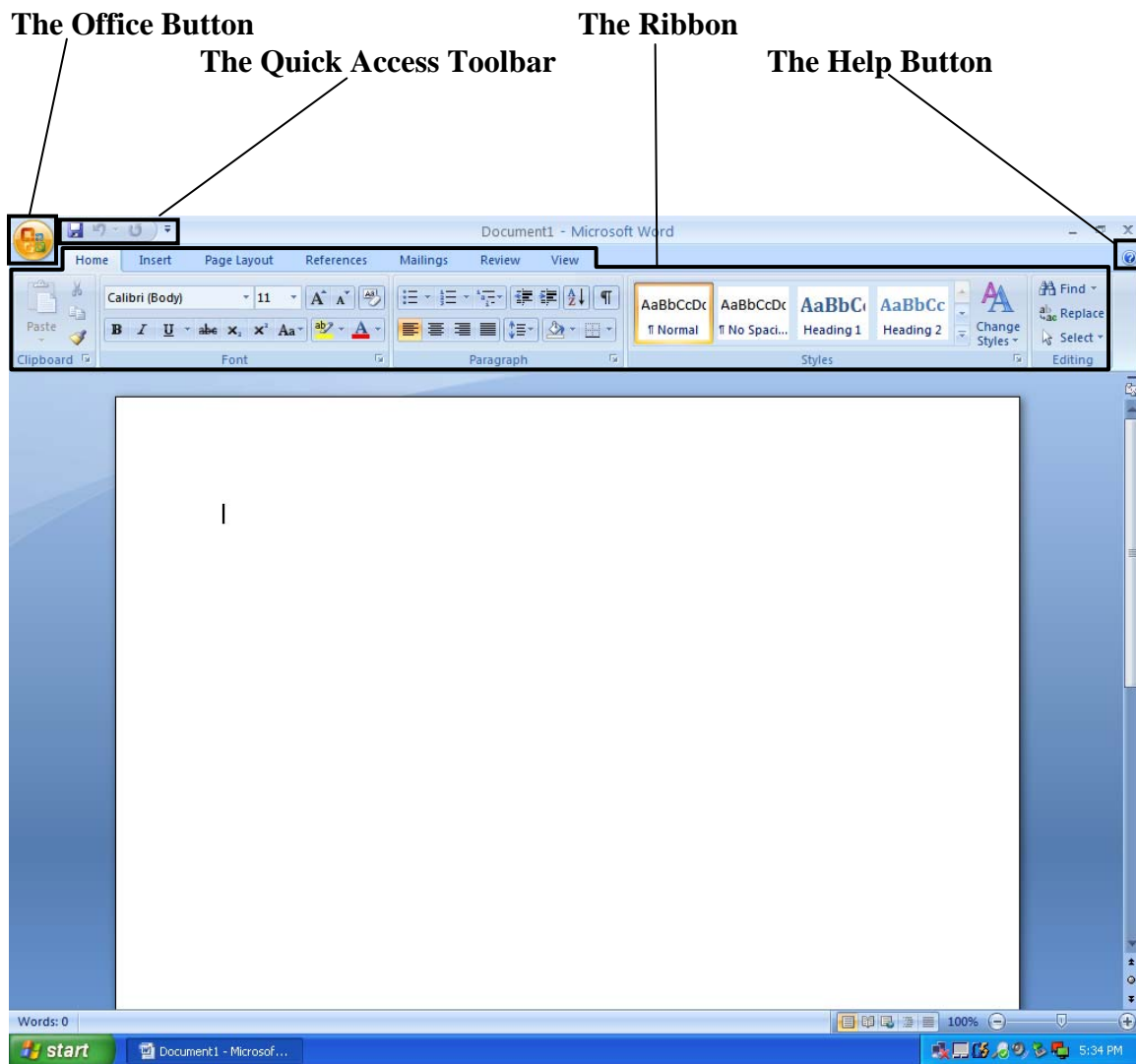
This Getting Started guide was designed to help the staff of Humboldt Unified School District get acquainted with Microsoft Office Word 2007. For information on how to search for self help, please refer to page 6. Should you need to put in a technology helpdesk request, please email helpdesk@humboldtunified.com, or call 759-5020.

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Getting Comfortable

As you may have already noticed, Word 2007 has a different look and feel from Word 2003. It is essential that you understand the various “areas” within Word 2007. Each of these sections will be described in more detail in the following pages.

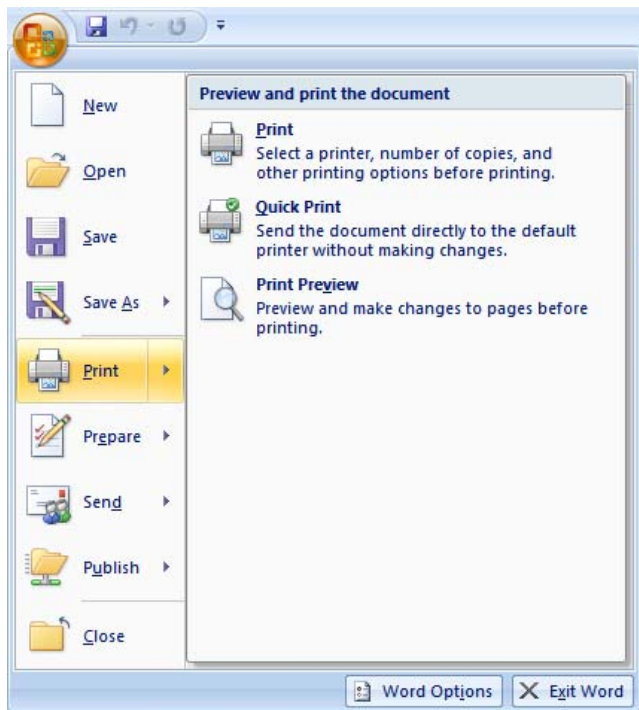


The Office Button

Think of the Office button the same way you would the File menu in Word 2003, here you will find basic file manipulation commands. By default, when clicked the Office button displays recently opened documents to the right.



If you hover your cursor (don't click) over any of the buttons to the left, additional options will appear to the right. Below I have hovered over Print.

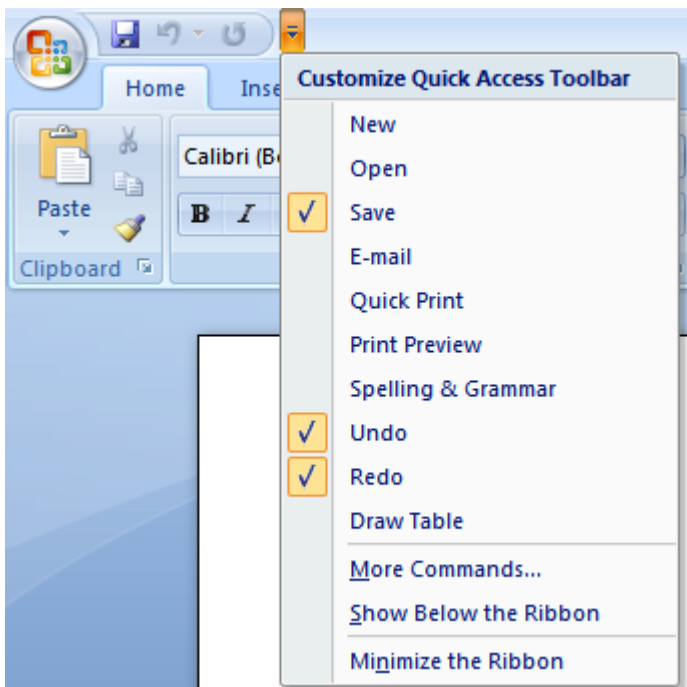


The Quick Access Toolbar

The Quick Access Toolbar is located just to the right of the Office button and is an ideal place to store the buttons you will use the most.

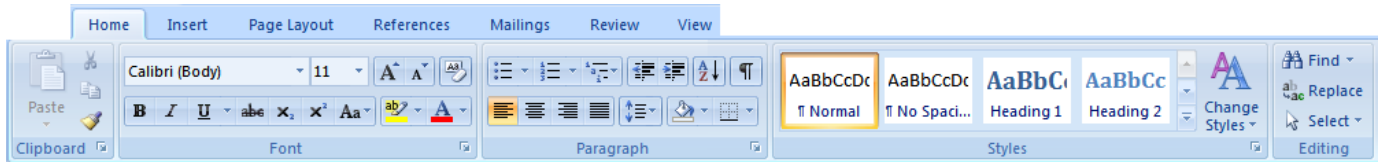


By default the Quick Access Toolbar shows the Save, Undo, and Redo buttons, however if you click on the drop down arrow just to the right, you can customize it to fit you needs.



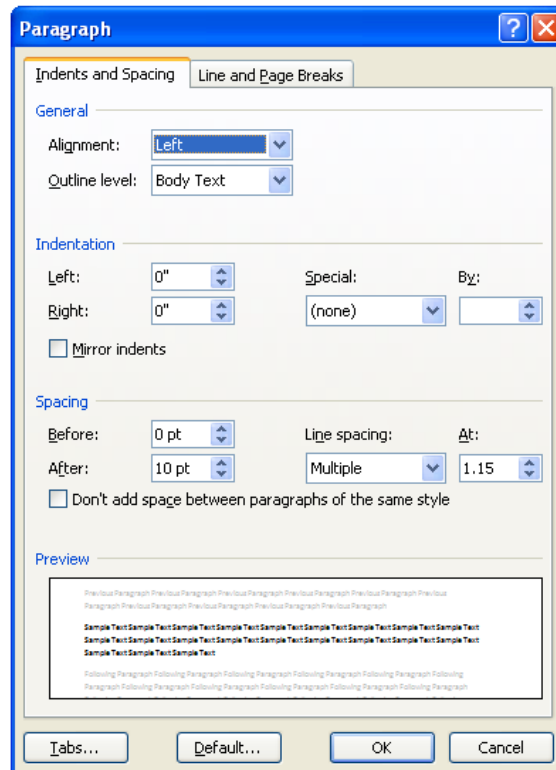
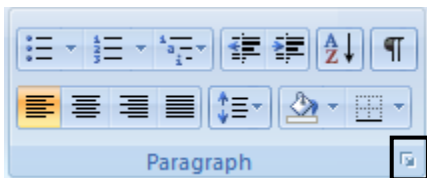
The Ribbon

The Ribbon is designed to replace the menus and toolbars of Office 2003. The goal of the Ribbon is to keep commands up front so that they are easy to access as you work.



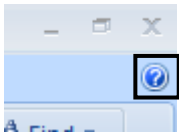
If you would like a cross reference guide to understand where the commands in the Office 2003 file menus have moved to within the ribbon, please refer to pages 8 – 12.

As you may have noticed, some sections of the ribbon (the paragraph section, for example) have a triangular icon in the lower right hand corner, clicking this will bring up additional menu options. For example, clicking the triangle in the paragraph section brings up the classic paragraph options window.



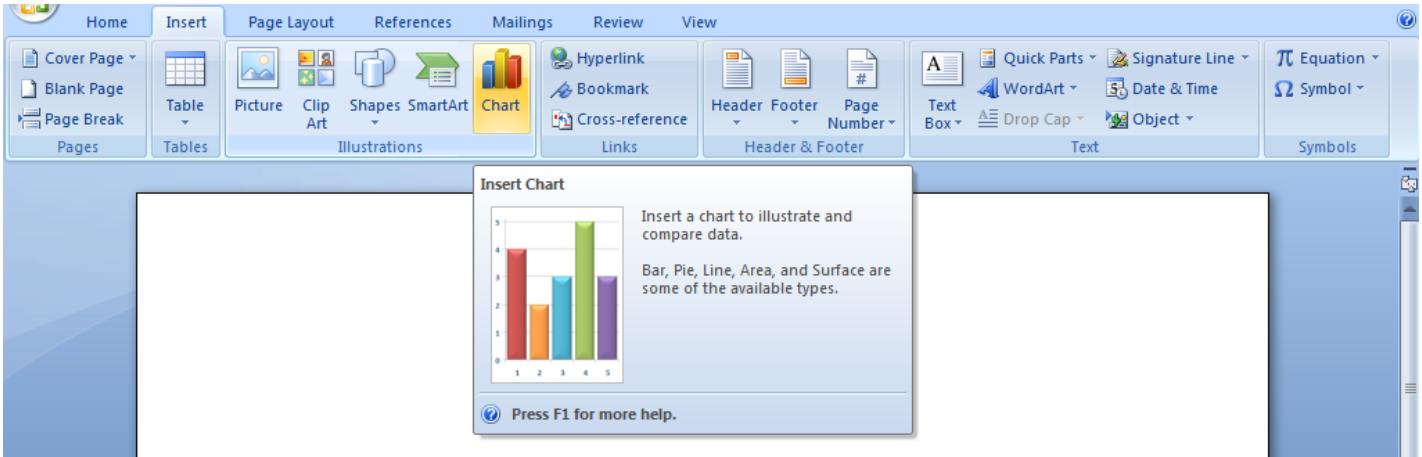
The Help Button

Lets face it, nobody can know everything. When you need assistance with Word 2007, click the Help button in the upper right hand corner, just below the close button. When you click the Help button a window will appear with links to common Word 2007 tasks, as well as a search field to help you find answers to specific questions.



Tip:

If you are unsure what a particular button does, hover your cursor over it (don't click) and a description of the buttons' function will appear. In the example below, I have hovered over the *Chart* button on the *Insert* tab.



Translating Word 2003 Menus to Word 2007

Below are a few tables that will describe the location of various functions from Word 2003, along with their new location in Word 2007. A keyboard shortcut is also provided.

File Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
File > New	Office Button > New	Ctrl-N
File > Open	Office Button > Open	Ctrl-O
File > Close	Office Button > Close	Ctrl-W
	Office Button > Save	
File > Save	or	Ctrl-S
	Quick Access toolbar > Save icon	
File > Save As	Office Button > Save As	F12
File > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) or Office Button > Print > Print Preview > Page Setup (click dialog box launcher for more options)	In Word 2003: Alt-F, U In Word 2007: Alt-P, SP
File > Print Preview	Office Button > Print > Print Preview	Alt-Ctrl-I
File > Print	Office Button > Print	Ctrl-P
File > Recently Used Documents	Office Button > Recent Documents	Alt-F

Edit Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
Edit > Undo	Quick Access toolbar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access toolbar > Redo icon	Ctrl-Y
Edit > Cut	Home > Clipboard > Cut	Ctrl-X
Edit > Copy	Home > Clipboard > Copy	Ctrl-C
Edit > Office Clipboard	Home > Clipboard dialog box launcher	In Word 2003: Ctrl-C, Ctrl-C In Word 2007: Alt-H, F, O
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	In Word 2003: Alt-E, S In Word 2007: Alt-E, S or Alt-Ctrl-V
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Select All	Home > Editing > Select > Select All	Ctrl-A
Edit > Find	Home > Editing > Find	Ctrl-F
Edit > Replace	Home > Editing > Replace	Ctrl-H
Edit > Go To	Home > Editing > Find > Go To	Ctrl-G

Insert Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
Insert > Break	Insert > Pages > Page Break	Alt-I, B
Insert > Page Numbers	Insert > Header & Footer > Page Number or Header & Footer Tools > Design > Header & Footer > Page Number	Alt-I, U
	Insert > Text > Date & Time	
Insert > Date and Time	or Header & Footer Tools > Design > Insert > Date & Time	Alt-I, T
Insert > AutoText	Insert > Text > Quick Parts	In Word 2003: Alt-I, A In Word 2007: Alt-N, Q
Insert > Field	Insert > Text > Quick Parts > Field or Header & Footer Tools > Design > Insert > Quick Parts > Field	Alt-I, F
Insert > Symbol	Insert > Symbols > Symbol	In Word 2003: Alt-I, S In Word 2007: Alt-I, S or Alt-N, U
Insert > Comment	Review > Comments > New Comment	Alt-Ctrl-M
Insert > References	All Reference commands are now located under the References ribbon tab.	In Word 2003: Alt-I, N In Word 2007: Alt-S
Insert > Picture	All Picture commands are located under Insert > Illustrations, with the following exceptions: WordArt is located in Insert > Text > WordArt "	In Word 2003: Alt-I, P In Word 2007: Alt-N
	From Scanner or Camera is not included in Word 2007 "	
Insert > Text Box	Insert > Text > Text Box	In Word 2003: Alt-I, X In Word 2007: Alt-N, X
Insert > File	Insert > Text > Object > Text from File	Alt-I, L
Insert > Object	Insert > Text > Object	Alt-I, O
Insert > Bookmark	Insert > Links > Bookmark	Alt-I, K
Insert > Hyperlink	Insert > Links > Hyperlink	Ctrl-K

Format Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
Format > Font	Home > Font (click dialog box launcher for more options)	Ctrl-D
	Home > Paragraph (click dialog box launcher for more options)	
Format > Paragraph	or	Alt-O, P
	Page Layout > Paragraph (click dialog box launcher for more options)	
	Home > Paragraph > Bullets icon	
Format > Bullets and Numbering	or Home > Paragraph > Numbering icon or	In Word 2003: Alt-O, N In Word 2007: Alt-O, N or Alt-H, N/U

	Office Button > Word Options > Customize > All Commands > Bullets and Numbering	
	Home > Paragraph > Shading icon	
Format > Borders and Shading	or Home > Paragraph > Arrow next to the most recently used command: a border command or	In Word 2003: Alt-O, B In Word 2007: Alt-O, B or Alt-H, B/H
	Horizontal Line, Draw Table, View Gridlines, or Borders and Shading	
		In Word 2003: Alt-O, C
Format > Columns	Page Layout > Page Setup > Columns	In Word 2007: Alt-O, C or
		Alt-P, J
Format > Tabs	Home > Paragraph dialog box launcher > Tabs	Alt-O, T
		In Word 2003: Alt-O, E
Format > Change Case	Home > Font > Change Case icon	In Word 2007: Alt-O, E or
		Alt-H, 7
Format > AutoFormat	Office Button > Word Options > Customize > All Commands > AutoFormat	Alt-Ctrl-K or Alt-O, A
Format > Styles and Formatting	Home > Styles	Alt-O, S
Format > Reveal Formatting Office Button > Word Options > Customize > All Commands > Reveal Formatting	Alt-O, V	

Tools Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
Tools > Spelling and Grammar	Review > Proofing > Spelling & Grammar	F7
Tools > Research	Review > Proofing > Research	Alt-Click
	Status bar > Words	
Tools > Word Count	or	Ctrl-Shift-G
	Review > Proofing > Word Count	
Tools > AutoSummarize	Office Button > Word Options > Customize > All Commands > AutoSummary Tools	Alt-T, U
Tools > Track Changes	Review > Tracking > Track Changes	Ctrl-Shift-E
Tools > Compare and Merge Documents	Review > Compare > Compare	In Word 2003: Alt-T, D In Word 2007: Alt-T, D or Alt-R, M, C
Tools > Letters and Mailings	Mailings	In Word 2003: Alt-T, E In Word 2007: Alt-M

Tools > Macro	View > Macros > Macros or Developer > Code > Macros	In Word 2003: Alt-T, M In Word 2007: Alt-W, M
Tools > Templates and Add-Ins	Developer > Templates > Document Template	Alt-T, I
Tools > AutoCorrect Options	Office Button > Word Options > Proofing > AutoCorrect Options	Alt-T, A
Tools > Customize	Office Button > Word Options > Customize	In Word 2003: Alt-T, C In Word 2007: Alt-F, I, C
Tools > Options	Office Button > Word Options	In Word 2003: Alt-T, O In Word 2007: Alt-T, O or Alt-F, I

Table Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
	Home > Paragraph > Borders icon > Draw Table	
Table > Draw Table	or Insert > Tables > Table > Draw Table or	In Word 2003: Alt-A, W In Word 2007: Alt-A, W or Alt-N, T, D
	Table Tools > Design > Draw Borders > Draw Table	
Table > Insert > Table	Insert > Tables > Table > Insert Table	In Word 2003: Alt-A, I, T In Word 2007: Alt-A, I, T or Alt-N, T
Table > Insert > Columns, Rows, Cells	Table Tools > Layout > Rows & Columns	In Word 2003: Alt-A, I, choose addl. letter In Word 2007: Alt-J, L, choose addl. letter
Table > Delete > Table, Columns, Rows, Cells	Table Tools > Layout > Rows & Columns > Delete	In Word 2003: Alt-A, D, choose addl. letter In Word 2007: Alt-J, L, D, choose addl. letter
Table > Select > Table, Column, Row, Cell	Table Tools > Layout > Table > Select	In Word 2003: Alt-A, C, choose addl. letter In Word 2007: Alt-J, L, K, choose addl. letter
Table > Merge Cells	Table Tools > Layout > Merge > Merge Cells	In Word 2003: Alt-A, M In Word 2007: Alt-A, M or Alt-J, L, M
Table > Split Cells	Table Tools > Layout > Merge > Split Cells	In Word 2003: Alt-A, P In Word 2007: Alt-A, P or Alt-J, L, P
Table > Split Table	Table Tools > Layout > Merge > Split Table	In Word 2003: Alt-A, T In Word 2007: Alt-A, T or Alt-J, L, Q
Table > Table AutoFormat	Table Tools > Design > Table Styles	In Word 2003: Alt-A, F In Word 2007: Alt-J, T, S
Table > AutoFit	Table Tools > Layout > Cell Size > AutoFit	In Word 2003: Alt-A, A In Word 2007: Alt-J, L, F
Table > Heading Rows Repeat	Table Tools > Layout > Data > Repeat Header Rows	In Word 2003: Alt-A, H In Word 2007: Alt-A, H or Alt-J, L, J
Table > Convert > Text to Table	Insert > Tables > Table > Convert Text to Table	In Word 2003: Alt-A, V, X In Word 2007: Alt-A, V, X or Alt-N, T, V
Table > Convert > Table to Text	Table Tools > Layout > Data > Convert to Text	In Word 2003: Alt-A, V, B In Word 2007: Alt-A, V, B or Alt-J, L, V

Table > Sort	Home > Paragraph > Sort or Table Tools > Layout > Table > Sort	In Word 2003: Alt-A, S In Word 2007: Alt-A, S or Alt-J, L, S, O
Table > Formula	Table Tools > Layout > Table > Formula	In Word 2003: Alt-A, O In Word 2007: Alt-A, O or Alt-J, L, U, L
Table > Hide/Show Gridlines	Table Tools > Layout > Table > Hide/Show Gridlines	In Word 2003: Alt-A, G In Word 2007: Alt-A, G or Alt-J, L, T, G
Table > Table Properties	Table Tools > Layout > Table > Properties or Table Tools > Layout > Cell Size > Properties	In Word 2003: Alt-A, R In Word 2007: Alt-A, R or Alt-J, L, O

Window Menu

<i>Word 2003 Location</i>	<i>Word 2007 Location</i>	<i>Keyboard Shortcut</i>
Window > New Window	View > Window > New Window	Alt-W, N
Window > Arrange All	View > Window > Arrange All	Alt-W, A
Window > Compare Side by Side with	View > Window > View Side by Side	Alt-W, B
Window > Split/Remove Split	View > Window > Split/Remove Split	Split: Alt-Ctrl-S Remove Split: Alt-Shift-C
Window > Currently Open Documents	View > Window > Switch Windows	In Word 2003: Alt-W In Word 2007: Alt-W, W