Microsoft Word

Word Basics

Lesson 1

MICROSOFT WORD 2007

word processing application within the Microsoft Office 2007 Suite that enables you to create letters, memos, reports, and others text-based documents.

WORD 2007………

Allows you to perfect and enhance your document,

share it among workgroups

&

provides you with quick access to the Internet to support and share the documents you create.

HOW TO START WORD

Click the START BUTTON on the Windows taskbar

or

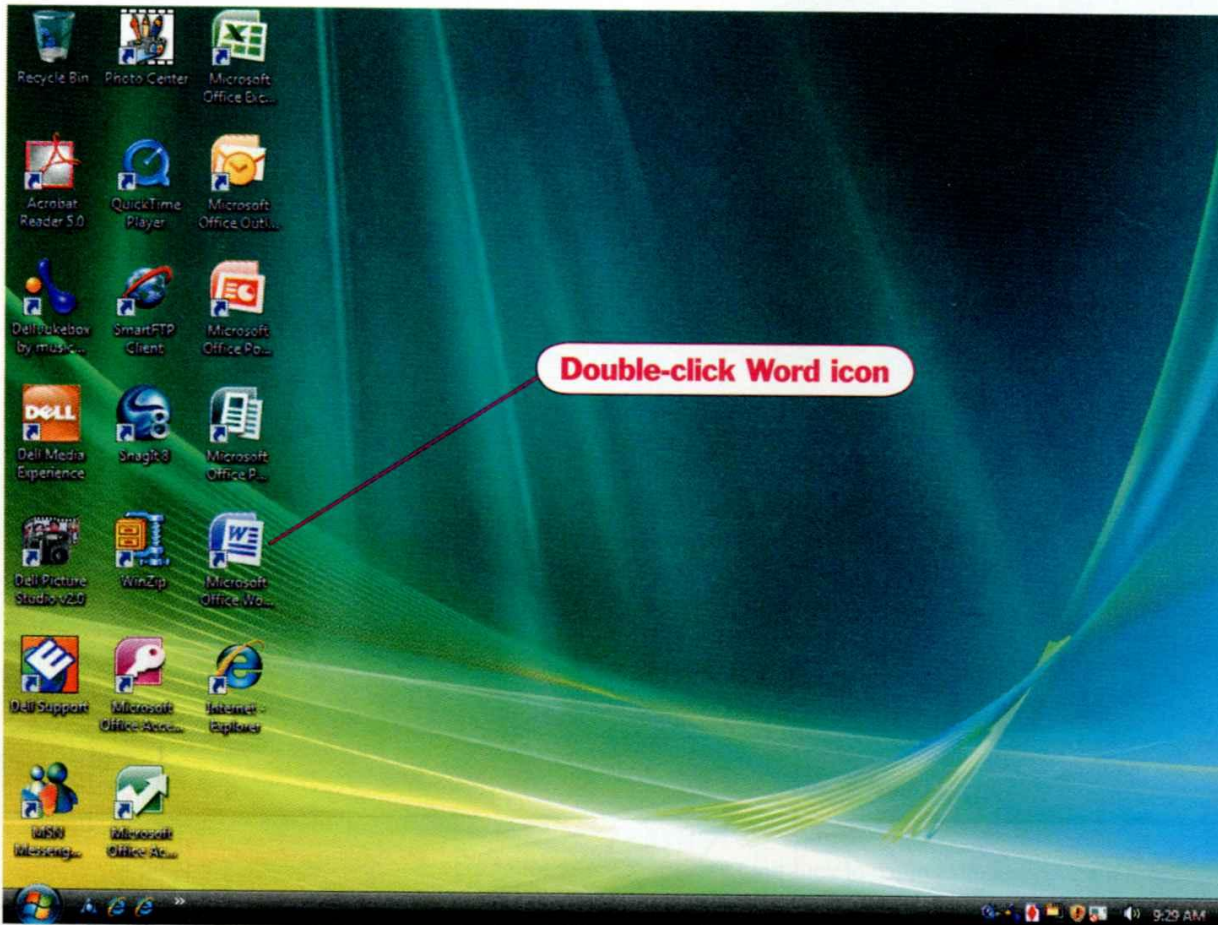Click ALL PROGRAMS, the click MICROSOFT OFFICE, then click MICROSOFT OFFICE WORD 2007

Double-click Word icon

Corel Photo Center
Dell
Dell Accessories
Dell DataSafe
Dell Games
Dell Support
Extras and Upgrades
Games
Google Desktop
Intel Network Adapters
Intel(R) Matrix Storage Manager
Java Web Start
Maintenance
Microsoft Office
 Microsoft Office Access 2007
 Microsoft Office Excel 2007
 Microsoft Office Outlook 2007
 Microsoft Office PowerPoint 2007
 Microsoft Office Publisher 2007
 Microsoft Office Word 2007
 Business Contact Manager for Outlc
 Microsoft Office Tools
Modem Helper
NetWaiting
Norton Ghost

◀ Back

Start Search

Figure 1.3: Start Word from desktop

Figure 1.4: Start Word from Windows taskbar

After launching Word, a new blank page appears in the Word window ready for you to enter text.

On the next slide you will see how a new blank page appears in the Word window and the elements that are basic for using Word.
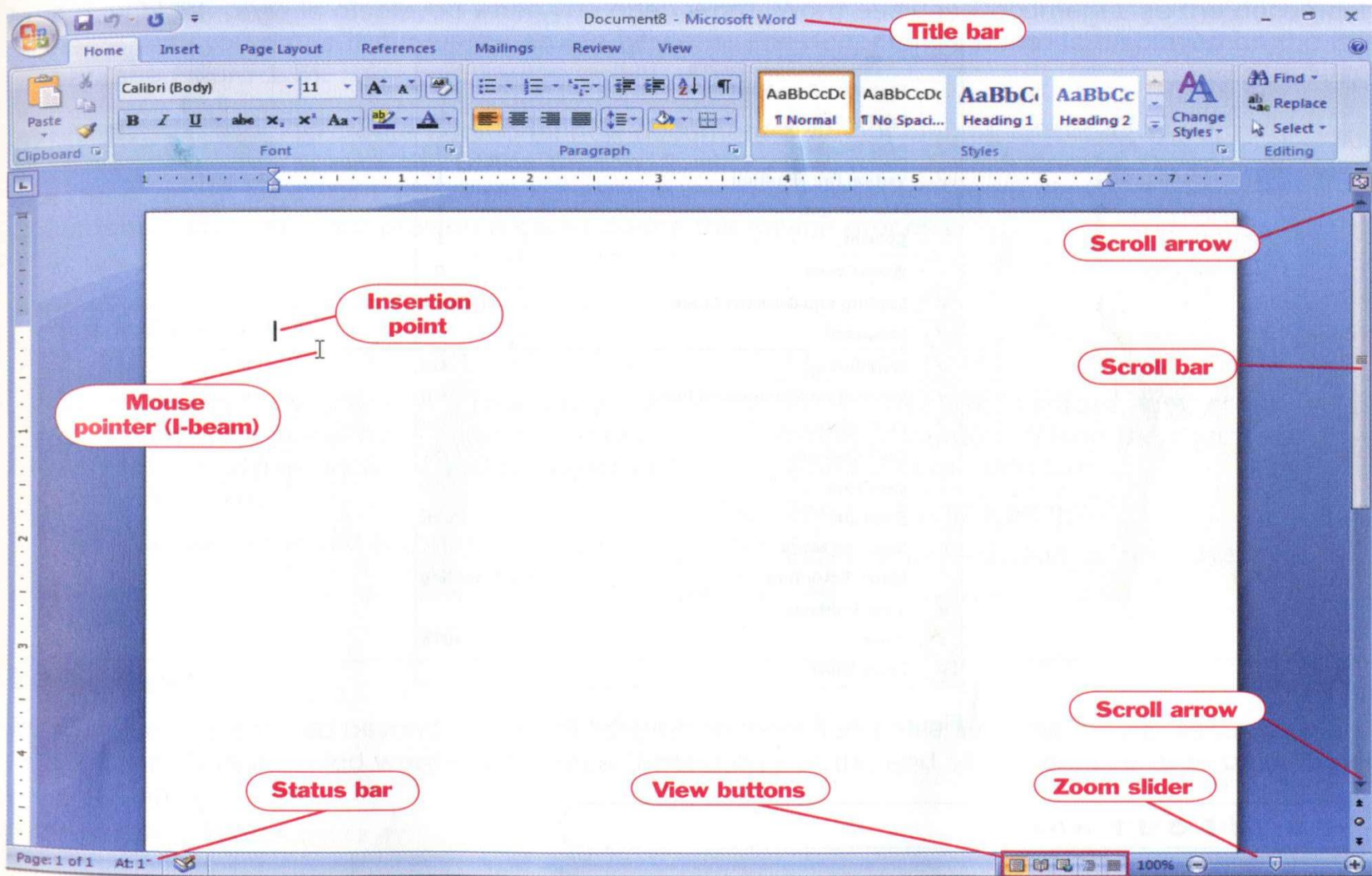
Figure 1.5: Word window

WORD WINDOW ELEMENTS

Table 1.1: Word window elements

WINDOW ELEMENT	EXPLANATION
Document window	Displays a blank page where you can insert text, graphics, tables or anything else to create your document.
Insertion point	Blinking line that displays to indicate where text will be inserted as you type.
Mouse pointer	As you move your mouse on the mouse pad, a corresponding movement of the pointer shows on-screen. The mouse pointer changes its shape depending on the task you are performing and the object on the screen to which you are pointing. *See Appendix E for a description of mouse pointer shapes and customizing options.*
Scroll bars, scroll arrows	Allows you to move the page to view different parts of a document. Scroll bars move the page horizontally and vertically. Scroll arrows move the document in incremental amounts.
Status bar	Displays information about the document (Page 1 of 6, for example); contains View buttons and Zoom control buttons. The type of information that is displayed depends on the options you select from the Customize Status Bar menu shown in Figure 1.6. Right-click the status bar to display this menu.
View buttons	Allows you to changes view of your document. *Changing document views will be covered in Task 2.*
Zoom slider	Allows you to get a close-up view of a document, see more of a page at a reduced size, or view multiple pages on the screen.

Status Bar

Right click on status bar to open up the options menu.

Customize Status Bar

	Formatted Page Number	1
	Section	1
✓	Page Number	1 of 1
✓	Vertical Page Position	1"
	Line Number	1
	Column	1
	Word Count	0
✓	Spelling and Grammar Check	Checking
✓	Language	
✓	Signatures	Off
✓	Information Management Policy	Off
✓	Permissions	Off
	Track Changes	Off
	Caps Lock	Off
	Overtype	Insert
	Selection Mode	
	Macro Recording	Not Recording
✓	View Shortcuts	
✓	Zoom	100%
✓	Zoom Slider	

Figure 1.6: Customize Status Bar menu

CREATE A NEW DOCUMENT

A new blank page is displayed when you open Word.

Word assigns "Document1" as the document ham until you name it during the saving process.

The document's name is displayed on the title bar.

ENTERING TEXT

When text is entered beyond the right margin, the insertion point automatically advances to the next line.

This is called **WORD-WRAP.**

CHANGE DEFAULT SETTINGS

Characters are displayed in a specific font and font size, and other settings are in effect when you start Word.

These present settings are known as **DEFAULTS.**

DEFAULTS FOR WORD

- Font - Calibri, 11 point
- Line spacing set to 1.15
- Paragraph spacing - 10 point after each paragraph.

- This means each time you press [Enter];
- 10-point spacing will be applied. A point is 1/72 of one inch in height.

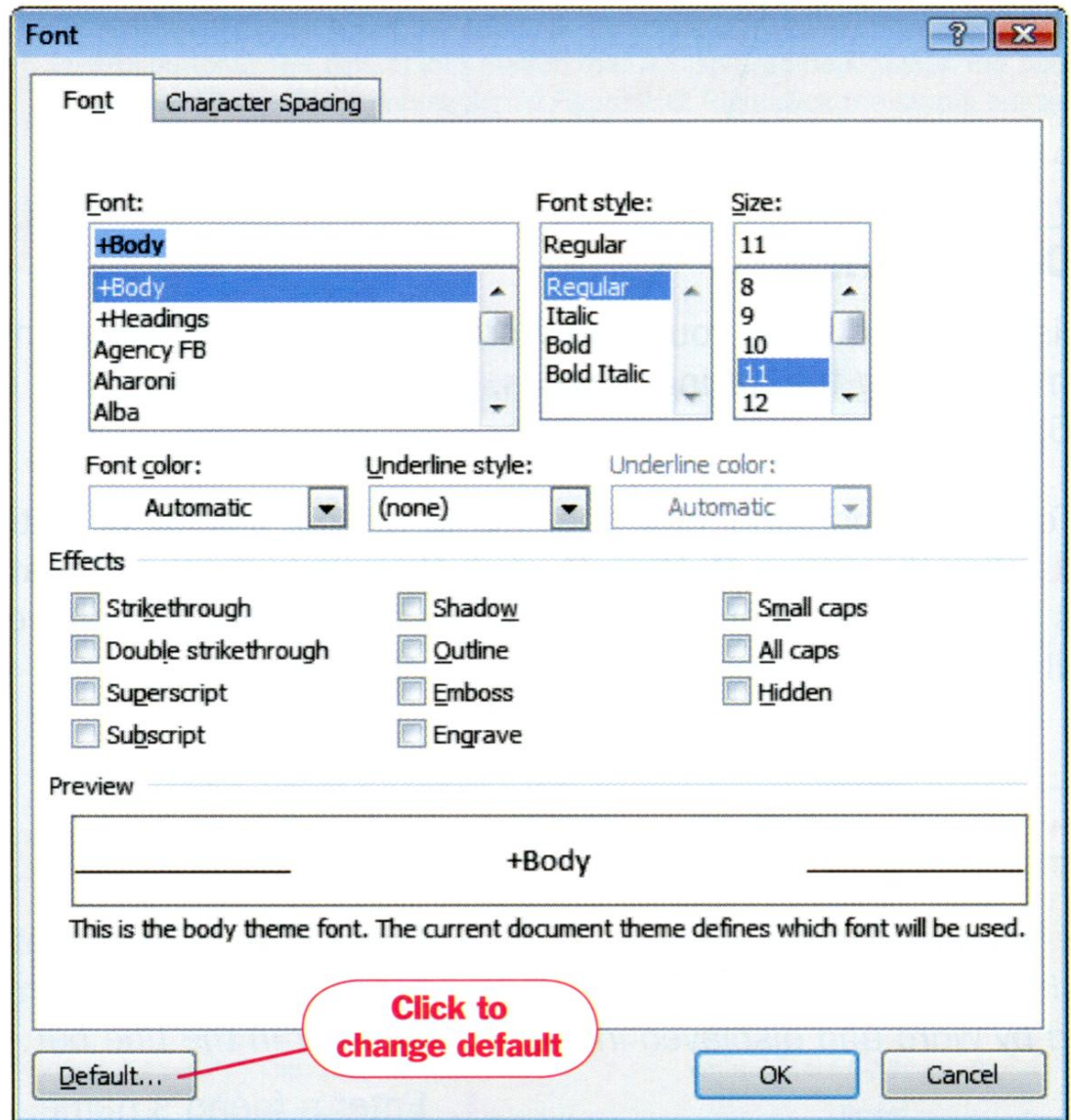# How to Change Defaults

Figure 1.7: Font dialog box

USE AUTOCORRECT

As you enter text, the AutoCorrect feature automatically replaces common capitalization, spelling, grammatical errors, and mistyped words with the correct text as you type.

You can set this feature to insert specific words by entering an abbreviation in the AutoCorrect dialog box, which is shown in the next slide.

You can also enter words you commonly misspell into the AutoCorrect dictionary.

When a word is corrected by the AutoCorrect feature, a blue horizontal line appears below the corrected work.

Placing your insertion point on the line displays an AutoCorrect options button. Clicking the button displays options related to the corrected word.

HOW TO AUTOCORRECT

1. Click the OFFICE BUTTON
2. Click WORD OPTIONS
3. Select PROOFING
4. Click AUTOCORRECT OPTIONS
5. In the AutoCorrect dialog box, click the AUTOCORRECT TAB, make the changes you want
6. Click Ok to close the AutoCorrect dialog box.
7. Click OK to close the Word options

The AutoCorrect feature is on by default. If you find this feature annoying, deselect the REPLACE TEXT

YOU TYPE CHECK BOX within the AutoCorrect dialog box to turn the feature off.
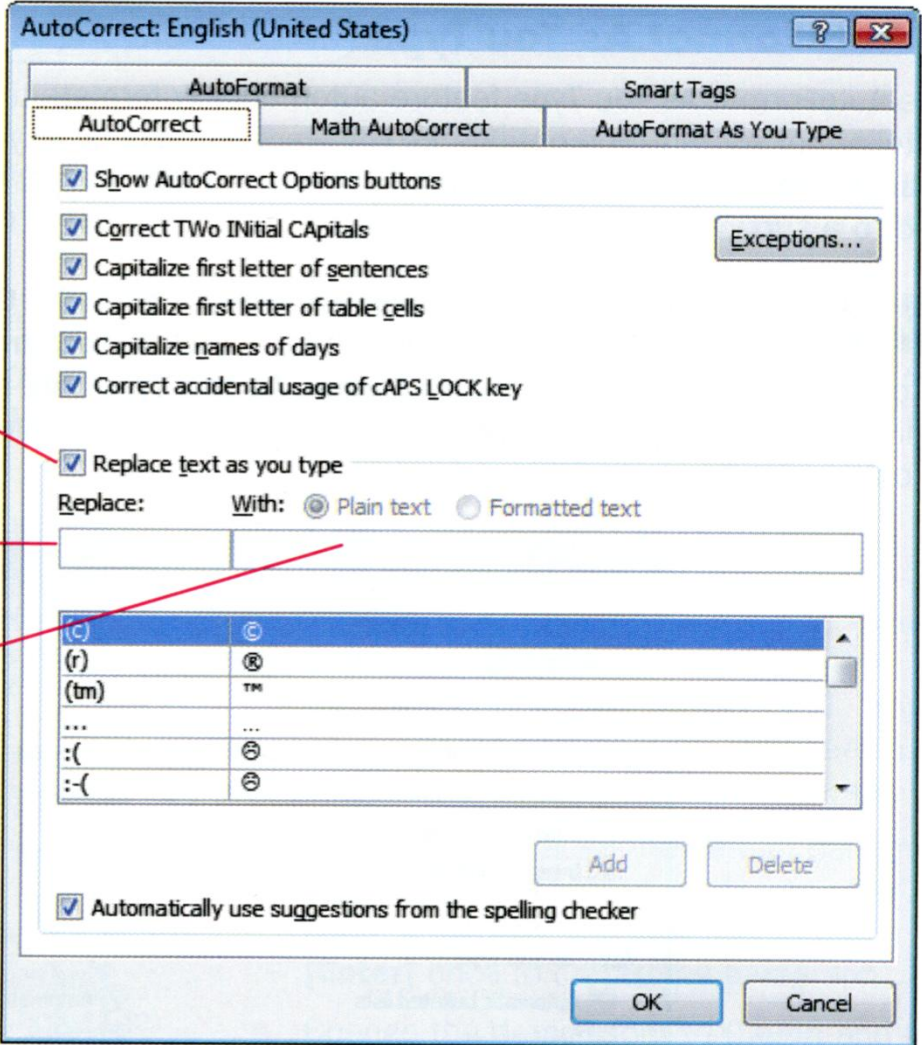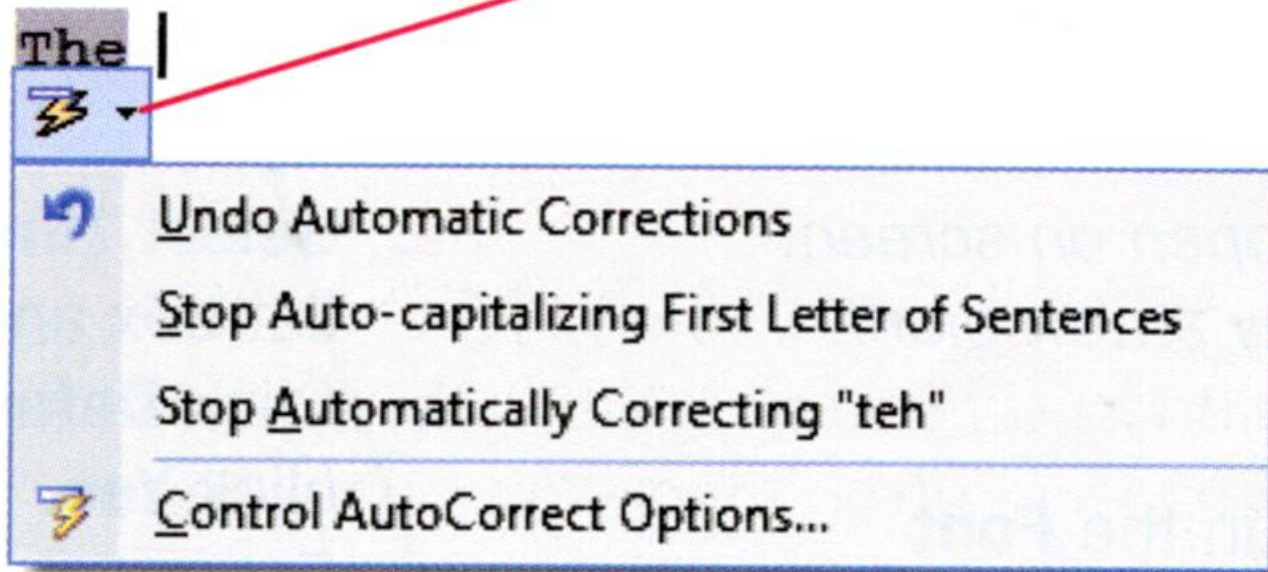
Figure 1.8: AutoCorrect dialog box

Figure 1.9: AutoCorrect Options button

USING AUTOFORMAT AS YOU TYPE

This feature automatically formats text as you type it.

You can set the AUTOFORMAT AS YOU TYPE options as you want.

HOW TO USE AUTOFORMAT AS YOU TYPE

1. Click the OFFICE BUTTON
2. Click WORD OPTIONS
3. Select PROOFING
4. Click ATUOCORRECT OPTIONS
5. In the AutoCorrect dialog box, click the AUTOFORMAT AS YOU TYPE TAB (1.10)
6. Make the changes you want
7. Click OK to close the AutoCorrect dialog box
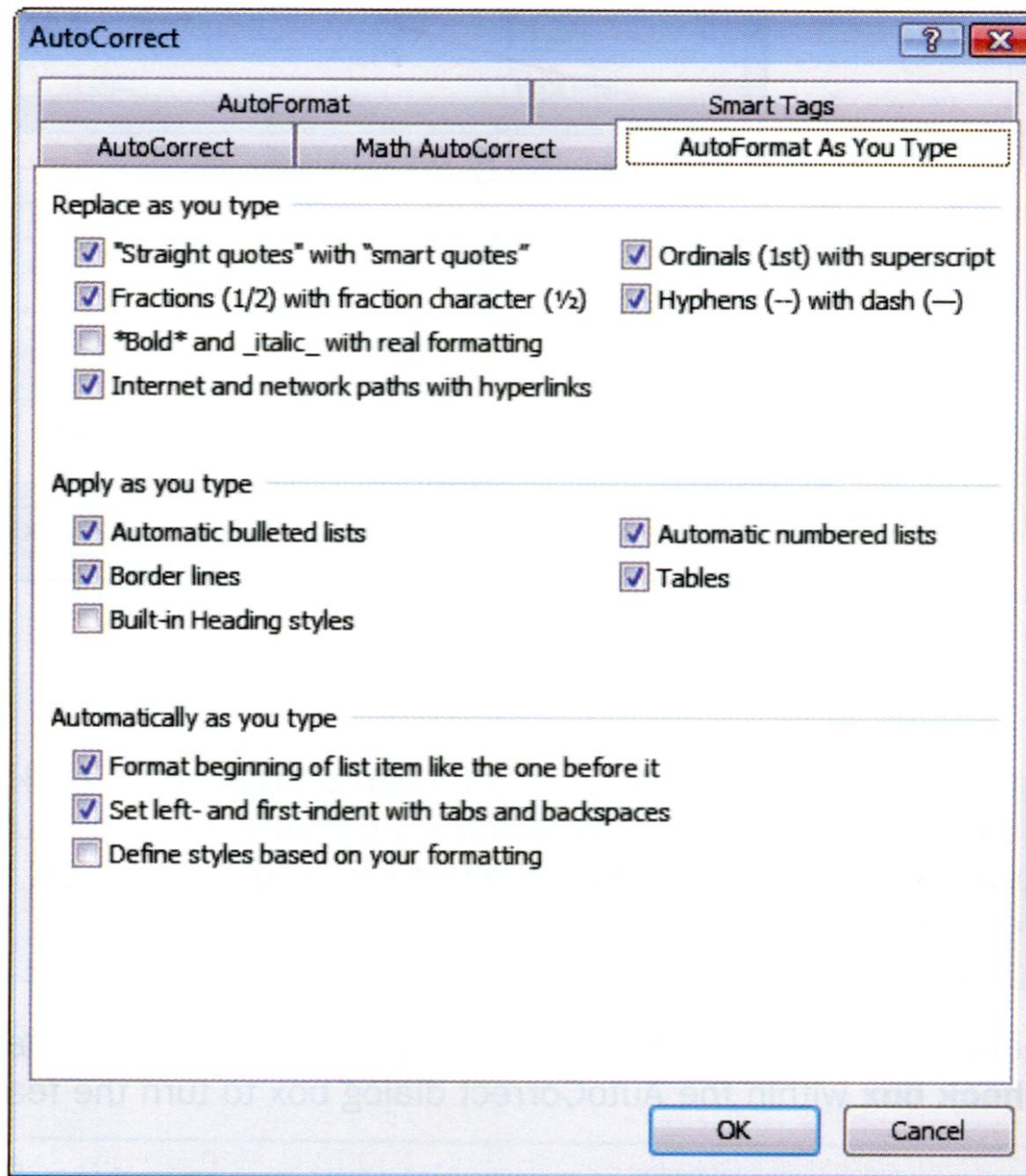8. Click OK TO CLOSE THE Word options

Figure 1.10: AutoFormat As You Type tab in the AutoCorrect

CHECK SPELLING AND GRAMMAR
(Shortcut Method)

As you enter text, Word checks the text for spelling and grammar errors.

Possible mistakes notices by Word are underlined as.....

- wavy red line - possible spelling error is
- wavy green line - grammatical error
- wavy blue line - an error in word usage and style

When a spelling or grammar error is detected, the PROOFING BUTTON on the status bar at the bottom of the Word window shows an "X" on the book rather than a writing pencil, to alert you that there is a possible error in your text.

If the spelling and grammar button is not displayed…

1. right-click the STATUS BAR
2. choose SPELLING AND GRAMMAR CHECK from the Customize Status Bar Menu.

HOW TO CORRECT A SPELLING ERROR

1. Right-click the underlined word - shortcut menu (1.11) appears displaying a list of suggested corrections

2. Click the options button to ignore the error.

3. You can also choose to add the word to the custom dictionary so that the word will not be flagged as an error if you use it again.

HOW TO CORRECT A GRAMMATICAL ERROR

1. Right-click the underlined word, and a shortcut menu (1.12)

2. Click the listed suggestion, click the option button to ignore the error

OR

click ABOUT THIS SENTENCE to find out why Word finds the word or phrase to be an error.

3. You can also click the PROOING BUTTON on the status bar, and Word will identify an error and open a shortcut menu with suggested correction.

We was having a great conversasion when the bell rang.
Hats is worn by women.
As a matter of fact we were hopeing
One thing follow another.
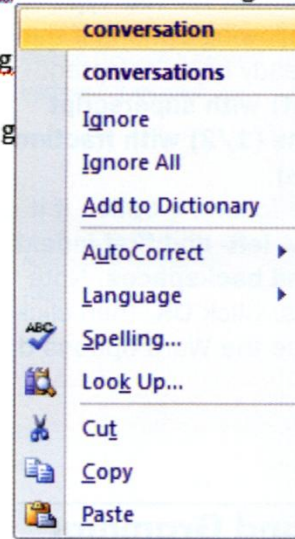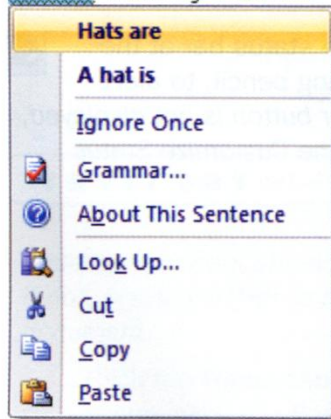I have a sugggestion that hers is as g
She are alone in this world.

conversation
conversations
Ignore
Ignore All
Add to Dictionary
AutoCorrect ▶
Language ▶
Spelling...
Look Up...
Cut
Copy
Paste

Figure 1.11: Spelling shortcut menu

We was having a great conversasion when the bell rang.
Hats is worn by women.
re hopeing to see you their.
ners is as good as yours.

Hats are
A hat is
Ignore Once
Grammar...
About This Sentence
Look Up...
Cut
Copy
Paste

Figure 1.12: Grammar shortcut menu

their.

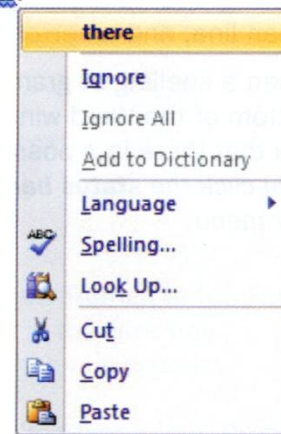| there |
| --- |
| Ignore |
| Ignore All |
| Add to Dictionary |
| Language ▶ |
| Spelling... |
| Look Up... |
| Cut |
| Copy |
| Paste |

Figure 1.13: Usage shortcut menu

SPELL CHECK AN ENTIRE DOCUMENT AT ONCE

- Because language is complex, it is difficult for a computer to identify everything that is incorrect in a document.

- Remember that neither the grammar nor the spelling check eliminates the need for you to carefully proofread a document.

HOW TO SPELL CHECK AN ENTIRE DOCUMENT AT ONE TIME

1. Use the shortcut F7

OR

Click the REVIEW TAB

2. In the PROFFING GROUP, Click the SPELLING & GRAMMAR BUTTON (1.14)

3. Choose a correction option
   (Option explanations (Table 1.2))

Table 1.2: Spelling and grammar correction options

OPTION	EXPLANATION
Ignore Once	Ignores the error.
Ignore All	Ignores all instances of the error.
Add to Dictionary	Adds the highlighted word to Word's custom dictionary.
Change	Changes the flagged error to the selected suggestion.
Change All	Changes all instances of the error to the selected suggestion.
AutoCorrect	Adds the word to the AutoCorrect dictionary.