

Microsoft Word 2007

Survival Guide

COMPATIBILITY

Word '07 creates documents with a .DOCX extension – a totally different format than those created by previous versions of Word, which have a .DOC extension.

Word '07 can open .DOC documents and save changes to them while keeping the .DOC extension, and can create new documents but save them in the older format with the .DOC extension ...


★ Click the “Office” button (four toilet seats), then “Save As...,” in the “Save files in this format” field, click to select “Word 97-2003 Document (*.doc).”

Also, someone using Word 2003 can open .DOCX files if they install the Compatibility Pack for the 2007 Office System from Microsoft, see <http://office.microsoft.com/en-us/word/HA100444731033.aspx>.

WHERE DID STUFF GO? Some Clues:


Most everything is still there ... somewhere.

★ The “Office” button (four toilet seats) is about the same as the old “File” drop-down menu, with New / Open / Save / Save as / Print / Close selections. Ribbon tabs display different groups of functions.

★ The boxes in Ribbons are “groups.” Often, clicking the “dialog box launcher”  in the lower right corner of some groups displays a familiar window.



★ Remember where it was in Word 2003? Then go to ...

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>, and click on [Start the guide](#) 

...It shows you a picture of a Word '03 window and when you move your mouse over a menu or function, it tells you where to find the same function in Word '07. Also,

★ Like a laminated page: <http://www.customguide.com/pdf/word-quick-reference-2007.pdf>. Also,

★ Comprehensive: A massive Word '03-Word '07 cross-reference, in spreadsheet form with many tabbed sheets, is at Sharepoint → Home → MS Word 2007 Reference Guide (duplicate of <http://office.microsoft.com/search/redir.aspx?AssetID=AM101938681033&CTT=5&Origin=HA100625841033>)

★ Also: Ask Jim, he has quick-start laminated guides, “Word 2007, The Missing Manual,” and “Word 2007 Bible.” (They stay at his desk.) jmarchant@kccllc.com, ext 364.

NEW FEATURES

- The Ribbon
- Quick Access toolbar (frequently used functions from the Office button drop-down menu)
- Mini Toolbar (common formatting functions)
- Live Preview ... of formatting

★ Ribbon

Things you cannot do

- *Add to or rearrange the commands on the Ribbon.*
- *Change or remove a command or group on the Ribbon.*
- *Switch to the toolbars and menus from earlier versions of Microsoft Office.*
- *Change the font or font size used on the Ribbon.*

Things you can do

- Minimize the Ribbon to make more space available on your screen (by double-clicking the active tab)
- Move the Quick Access Toolbar to position it below or above the Ribbon.

★ Quick Access Toolbar

Usually sits at the top next to the “Office” button. Can be positioned below the ribbon (as a full-length menubar). Can be customized (but changes may not stick); click on its little down triangle.

★ Mini Toolbar

As soon as some text is defined (highlighted), this toolbar appears in transparent form as long as the cursor remains in the highlight. If the cursor is moved away, it disappears and doesn't come back, unless you right-click on the defined text. Goes from transparent to solid if you move the cursor over the toolbar.

- Can be turned off (but this may not stick).
- Cannot be customized

★ Live Preview

Select some text. Then, as you mouse over styles in the Ribbon's style group, the selected text transforms into how it appears with the style applied. Somewhat like applying the style, followed by a quick “undo.”

CHANGES TO THE FAMILIAR

- **Mail Merge** (address labels): See Sharepoint → Restructuring → Restructuring Handbook → Procedures for Mailings → “06 Procedure for Creating Labels with Mail Merge.”
- **Headers and Footers:** To open either, double-click at the top or bottom of a page. The Ribbon shifts to its “Design” tab, where the familiar functions are found.
- **Spell Check:** “Contextual” spell check, when on, should flag such problems as “there” used wrongly instead of “their.” Can be turned off (but this may not stick): “Office” button → **Word options** button → Proofing → “When correcting spelling...”

SHORTCUTS

All of the following are the same as Word 2003:

Office Button Shortcuts:

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

Font Group Shortcuts:

Format font.....CTRL+Shift+F
 Font size.....CTRL+Shift+P
 BoldCTRL+B
 ItalicCTRL+I
 UnderlineCTRL+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