

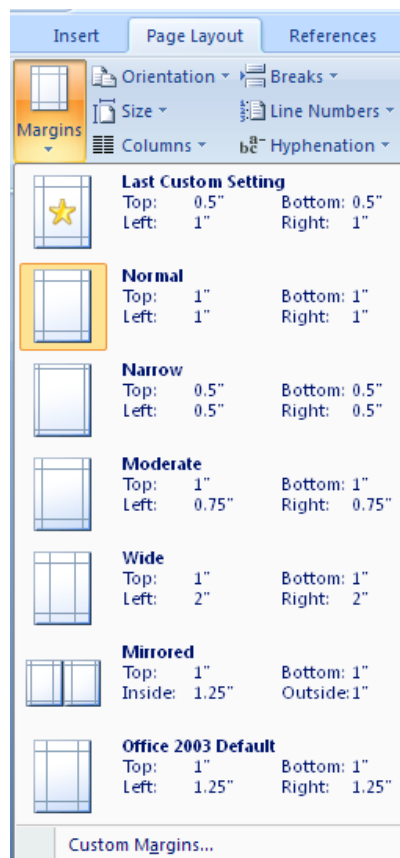
Microsoft® Office 2007 Word II

Margins

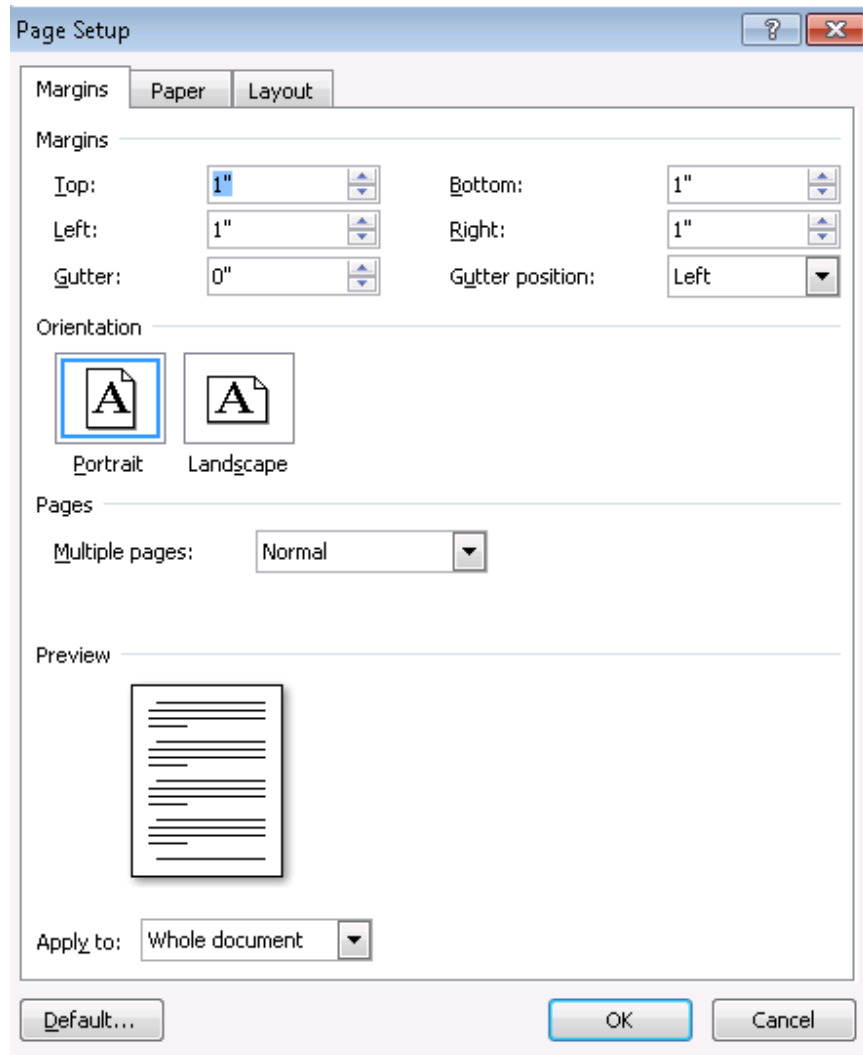
The default margins set in Word are 1 inch—left, right, top, and bottom. Margins can be changed to other measurements before you begin to type or they can be adjusted later.

Exercise 1: Setting or Changing Margins

1. Click the **Page Layout** tab on the **Ribbon**.
2. In the **Page Setup** group, click **Margins** to see a group of preset margin options. Click on a preset margin type to set the margin for your document (Normal is the same as the default).



3. To specify your own margin settings, click on **Custom Margins** to open the **Page Setup** dialog box.



4. In the **Margins** tab, change the margins of your document to **1.3"** for top, bottom, left, and right by clicking on the up arrow next to each margin box until it says **1.3"**. Leave gutter at 0".
5. Check the page **Orientation** setting here to see if the page is set to be oriented vertically (**Portrait**) or horizontally (**Landscape**).
6. In the lower left corner, at the **Apply to:** box, click on the down arrow and make sure **Whole document** is selected.
7. Click **OK**.

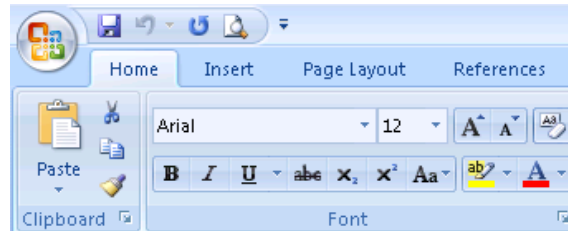
Note: If you are in the middle of your document when you decide to change the margins, click the new margin type and your entire document will automatically change.

Setting the Font before Starting the Document

The default font that Word 2007 uses is Calibri, 11 point. However, you can easily select a different font before typing your document.

Exercise 2: Setting the Font

1. On the **Home** tab, in the **Font** group, click on the down arrow in the **Font name** box.
2. From the list of fonts displayed, click on **Arial** for this document.



3. To change the font size, click the down arrow in the **Font size box** and select **12** for this document.

Note: To change the default font so that all of your future documents will have your selected font, click the Launcher (small, diagonal arrow in the lower right corner of the Font group box), make your changes in the Font dialog box, and click the Default button in the lower left corner. Answer "Yes" to the question regarding the change of font to all new documents.

Typing Paragraphs

Each time you press the **Enter** key, Word starts a new paragraph.

Exercise 3:

Type the text below. Press the **Enter** key twice after "Today's date" and "Barrington Area Library." When you type the third (main) paragraph, let the words wrap around to the next line rather than pressing the **Enter** key.

Today's date

Barrington Area Library

The Barrington Area Library offers a variety of computer classes for beginners. Check the library's newsletter for upcoming computer programs or ask at the Adult Services Reference Desk.

Show/Hide Formatting Marks Button

The **Show/Hide Formatting Marks** button can be useful when you need to see where paragraphs start and end, and the number of spaces between words.



Exercise 4: Using the Show/Hide Formatting Marks button

1. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide Formatting Marks** button.

Notice that there is a paragraph symbol after each of your paragraphs. Each paragraph symbol indicates that the Enter key has been pressed. Also note that there are dots between the words. Each dot indicates that the space bar has been pressed. By looking at the number of dots, you can easily tell if you have inadvertently put too many spaces between words. Neither the paragraph symbol nor the dots will show when you print.

2. Click on the **Show/Hide Formatting Marks** button again to turn this feature off.

Using "Select Then Do"

Reminder: When making changes to your document, remember to use the "select (highlight) then do" approach. You always need to tell the computer what (word, phrase, or paragraph) you are going to change before giving the command to perform that function. Select by clicking and dragging the mouse over text to highlight it. Or, double-click to select a word and triple-click to select a paragraph.

Alignment

Changing the alignment of various paragraphs in your document can enhance the document's appearance. Text can be aligned with the left margin, right margin, centered between both margins, or justified between both margins.



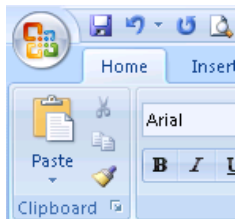
Exercise 5: Alignment

1. Triple-click on, or drag the mouse over, **Today's date** to select (highlight) it.
2. On the **Home** tab, in the **Paragraph** group, click on the **AlignText Right** button.
3. Triple-click on, or drag the mouse over, **Barrington Area Library** to select it.

4. On the **Home** tab, in the **Paragraph** group, click on the **Center** alignment button to center it, similar to a title.
5. Triple-click on, or drag the mouse over, the main paragraph.
6. On the **Home** tab, in the **Paragraph** group, click on the **Justify** alignment button to make the left and right sides line up straight.

Copy and Paste

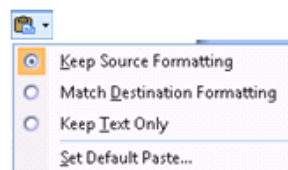
Using the copy and paste function eliminates the need to re-type text that you want repeated in another location in your original document or in another document altogether. When you copy and paste, the original text remains in place while a copy of the text is also placed (pasted) in a new location.



Exercise 6: Copy and paste to make a long document

1. Triple-click on, or drag the mouse over the main paragraph to select (highlight) it.
2. On the **Home** tab, in the **Clipboard** group, click on the **Copy** icon (looks like two sheets of paper).
3. Insert your cursor after the main paragraph and press the **Enter** key to move the cursor down.
4. On the **Home** tab, in the **Clipboard** group, click on the **Paste** icon (clipboard with a sheet of paper) to create a copy of the paragraph.
5. Click on the **Paste** icon three more times to have a total of five paragraphs.

Note: When copying and pasting, if the newly inserted text doesn't match the surrounding text where it is pasted (because the formatting is different), click the **Paste Options** icon that appears, and choose "Match Destination Formatting."

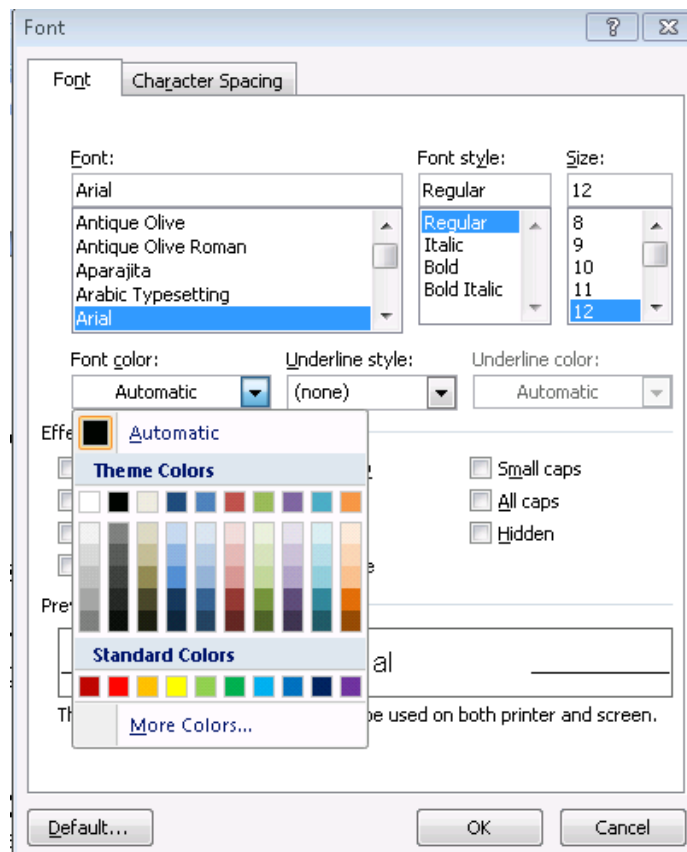


Changing the Font of Text Already Typed

You can change the font of any text on the page, at any time. Using the font dialog box allows you to easily make several changes to typeface, style, size, color, and special effects.

Exercise 7: Changing the Font of Text Already Typed

1. Select (highlight) the heading "Barrington Area Library."
2. On the **Home** tab, in the **Font group** box, click on the **Launcher**, the small arrow in the lower right corner of the group box, to open the **Font dialog** box.
3. Choose a Font, Font style, Size, and Color. Add an Underline Style and Color.
4. Click **OK** to save your changes. Back in the document, click outside the selected (highlighted) area to remove the highlighting from the heading and to see the Font changes that were selected.

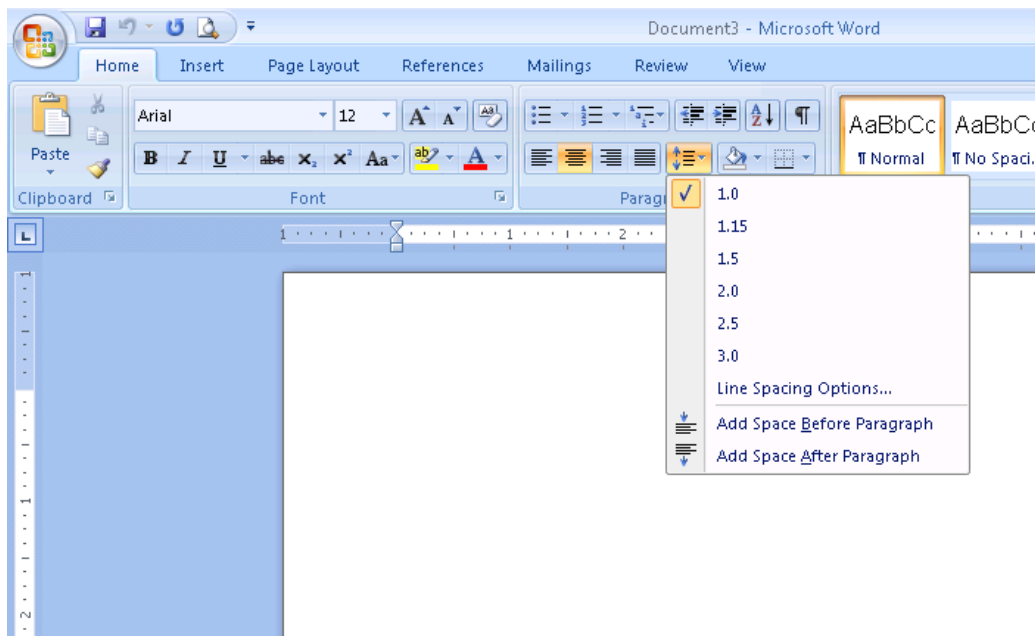


Setting or Changing the Line Spacing

The new default for line spacing in Word 2007 is 1.15. (Single spacing was the default for earlier versions of Word.) Double-spacing is a popular option for line spacing, too.

Exercise 8: Changing the Line Spacing

1. Select (highlight) a paragraph.
2. On the **Home** tab, in the **Paragraph** group, click on the **Line Spacing** button arrow to get a list of line spacing options.
3. Change the spacing to double by clicking on **2.0**.



Note: Spacing Between Paragraphs

By default, in Word 2007 a small amount of space is added between paragraphs. This setting can be changed for an individual document by clicking on the **Home** tab, then the **Paragraph** launcher. In the **Paragraph** dialog box, click on the **Indents and Spacing** tab. Under the **Spacing** section, change spacing for **Before** and **After** to **0 pt.**, then click **OK**. To make this change the default setting for all future documents, click **Default**, then click **Yes**.

Indentation

Indenting is increasing the distance of the text from the margins. First lines of paragraphs are frequently indented in documents. Full paragraphs containing quoted text are often indented so as to set the quotes off from the rest of the document.

Exercise 9: First Line Indentation for Paragraphs

1. Position the cursor in front of the first word of the first paragraph.
2. Press the **Tab** key once to indent the first line. The indent is automatically set for ^Ah-inch. As you create your document, you will need to press the **Tab** key once at the beginning of each new paragraph.

Exercise 10: Indenting Full Paragraphs

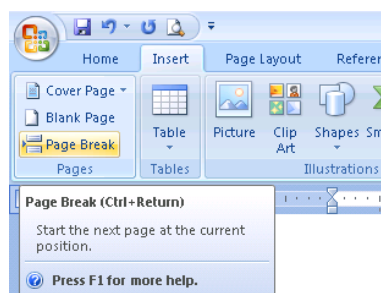
1. Select (highlight) the second paragraph.
2. On the **Home** tab, in the **Paragraph** group, click on the **Increase Indent** button to indent the entire paragraph ¹/₂-inch from the left margin. Click again to remove the highlighting.

Inserting a Page Break

Word automatically starts a new page when the page that you are typing on fills up with text. However, you can insert a **page break** to force Word to start a new page before your text reaches the bottom of the page.

Exercise 11: Inserting a Page Break

1. Insert the cursor immediately before the beginning of the third paragraph.
2. Click on the **Insert** tab. In the **Pages** group, click on **Page Break**.



3. Word inserts a page break so that all of the text after the cursor is on a new page.
Use the scroll bar to see the two pages. (Be sure you are in Print Layout view.)

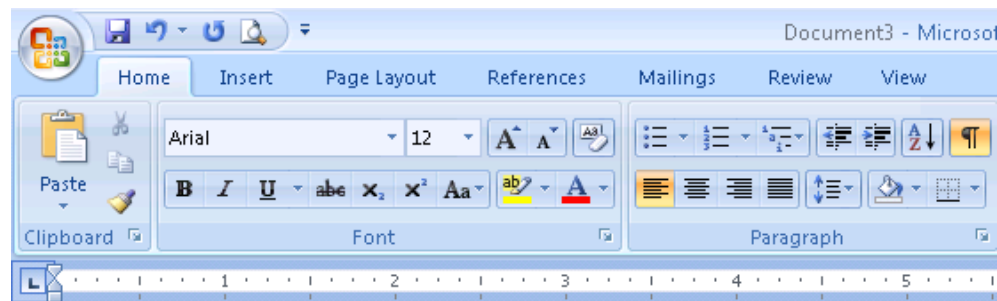
Note: Deleting a Page Break

You can delete any page breaks that you have inserted into your document; however, you cannot delete breaks that Word automatically puts in when a page is filled with text.

To delete a page break that you have inserted, click on the **Draft view** icon (lower right corner).



Click on the Home tab and then the **Show/Hide Formatting Marks** button in the **Paragraph** group. The page break line should appear (scroll up, if necessary.) Click on the line and press the Delete key on the keyboard once or twice. Click on the **Show/Hide Formatting Marks** button again to turn off. Return to **Print Layout** view.



This is the first page of the document.

.....Page Break.....

This is the second page of the document.

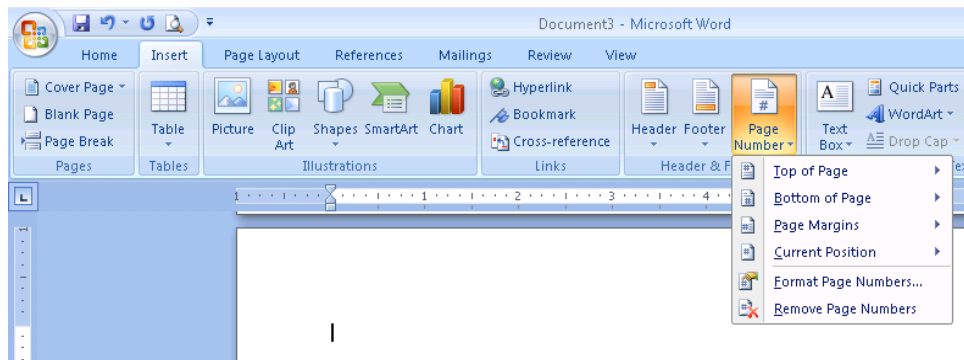
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Page Numbers

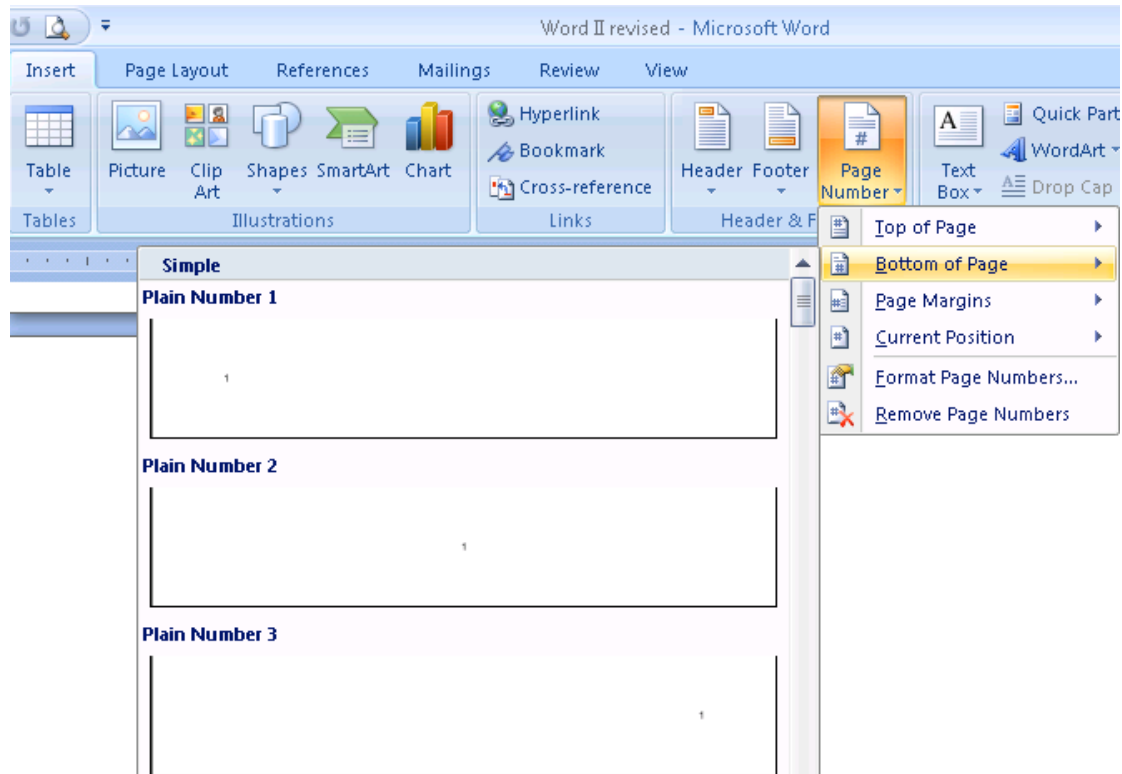
Word does not automatically number the pages of your document. However, once you've added them to your document, Word will adjust the numbering as you add or delete text during editing.

Exercise 12: Inserting Page Numbers

1. Document should be in two pages. If not, follow Exercise 11 to insert a page break so that your document has two pages.
2. With the document in **Print Layout** view, click on the **Insert** tab.
3. In the **Header & Footer** group, click on **Page Number**. Choose a placement option by clicking on either **Top** or **Bottom of Page**.



3. Several page number alignment and formatting options appear. Click on an option and the page numbers will appear in the header or footer. (Be sure you are in Print Layout view to see the page numbers in your document.)



4. Click on **Close Header and Footer** on far right side of the Ribbon.

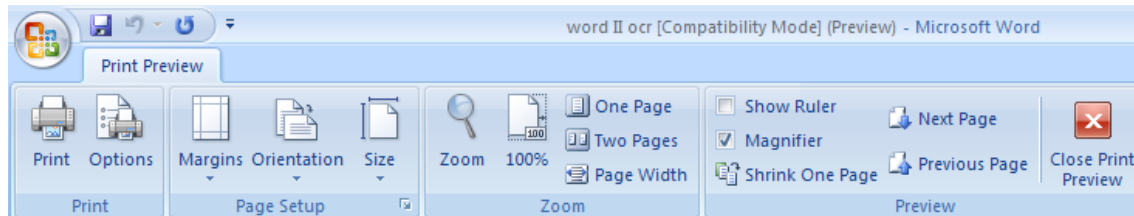


Print Preview

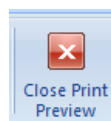
Previewing a document before printing lets you see how it will look on the printed page. You can look for layout and formatting errors and save on paper and ink when you preview your work before printing.

Exercise 12: Using Print Preview

1. Click on the **Office** button, then go to **Print**.
2. Click on **Print Preview**.



3. In the **Zoom** group, clicking on **Two Pages** allows you to view both pages at the same time. Or, click on **One Page** in the **Zoom** Group, and then click on **Next Page** or **Previous Page** in the **Preview** group to move through your document. You can also use the scroll bar on the right side to look through the document. If the document is OK, click on **Print** in the **Print** group to print it out.
4. If you want to make changes to the document, click on **Close Print Preview**, which returns you to the document so that you can make changes. Preview the document again before printing.

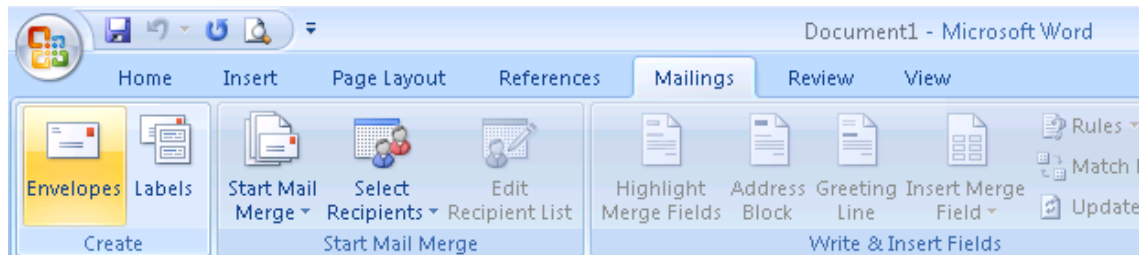


Printing Envelopes

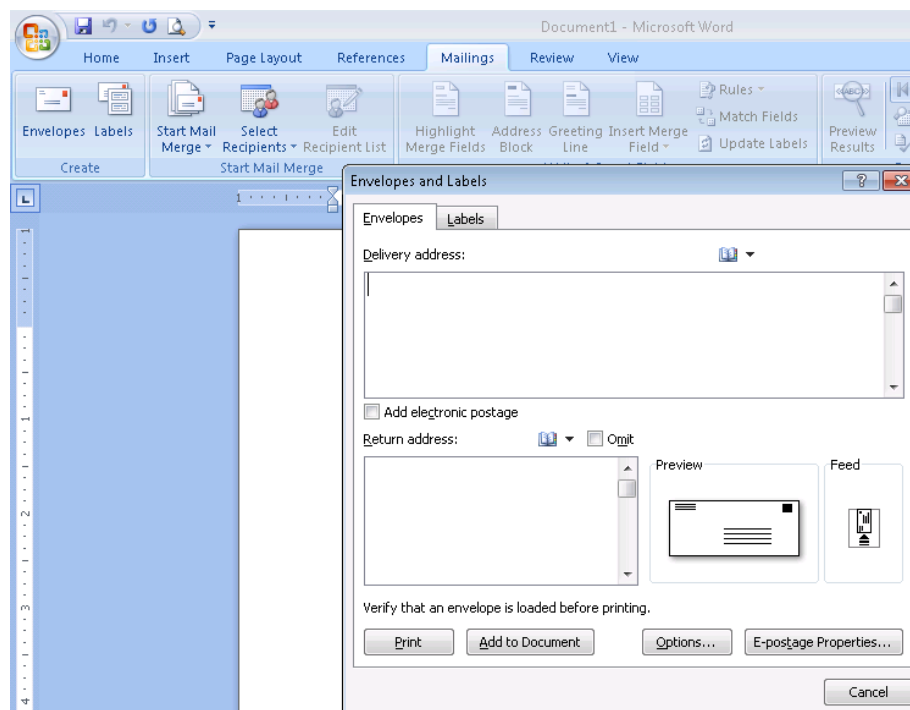
Word can print the delivery and return addresses on your envelopes. Check your printer manual to see how to feed envelopes into your printer model.

Exercise 13: Printing an Envelope

1. Click on the **Mailings** tab, then click on Envelopes (left side) in the **Create** group.



2. In the **Envelopes and Labels** dialog box, click on the **Envelopes** tab. Press the Delete key on the keyboard to remove anything that appears in the Delivery address box unless it is the correct address for your envelope.



3. Type in the **Delivery address** and **Return address** in the appropriate boxes.
4. If you are using envelopes with the return address printed on them, click in the box

next to **Omit**.

5. Feed your envelope into the printer. The feed diagram shows how to place the envelope in most printers but you will want to check your own printer manual.
6. Click **Print**. Before printing the envelope, Word gives you an option to save the return address that you just typed as a default return address.

Note: By clicking the **Options** button before printing, the **Envelope Options** dialog box is displayed. On the **Envelope Options** tab, you can choose an envelope size and set special fonts for the delivery and return addresses. Under the **Printing Options** tab, you can make appropriate selections for your printer.

Using Tab Stops to Create a Table

By using Tab stops, you can create an organized listing or a small, simple table.

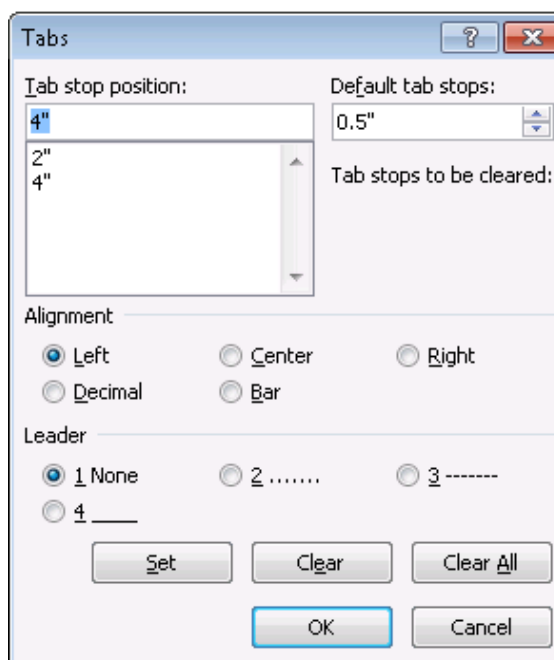
Name	Address	Phone
Sue Jones	123 Oak Ave.	555-1234
Mason Mack	424 Larson Rd.	555-9876
John Smith	555 Main St.	555-5555

Exercise 14: Setting Tab Stops

1. Click on the **Office** button, then click on **New** and then double-click on **Blank Document**.
2. On the **Home** tab, click on the **Paragraph** launcher (small arrow).
3. In the **Paragraph** dialog box, click on the **Tabs** button in the lower left corner to get

the **Tabs** dialog box.

4. Click on **Clear All** button to clear any tabs that have already been set.
5. Type **2** in the **Tab stop position** box. Click on the **Set** button.
6. Press the **Backspace** key once and then type **4**. Click on the **Set** button. At this point, there are Tab stops selected for 2 and 4 inches.
7. Click **OK** to set the tab stops.



8. Type the names, addresses, and phone numbers in the box on page 14 to create a table. Press the **Tab** key on the keyboard after typing a word to move to the next tab stop position. Press the **Enter** key at the end of each line to move down to the beginning of the next line.



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