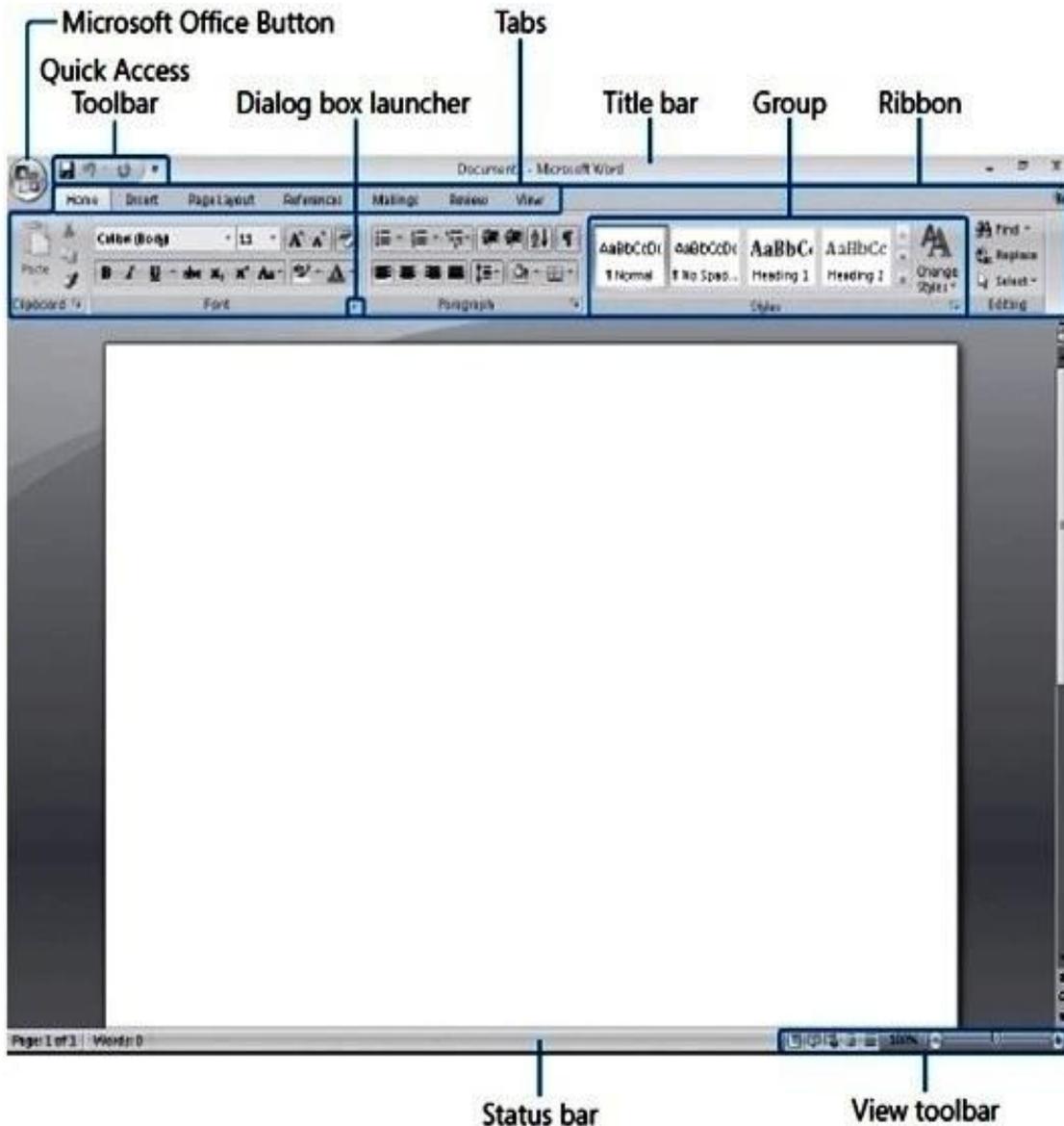


Working in the Word2007 Environment

The most common way to start Word is from the Start menu displayed when you click the Start button at the left end of the Windows taskbar.



When we first start Word 2007, this environment consists of the following elements:

- ❖ Commands related to managing Word and Word documents as a whole (rather than document content) are gathered together on a menu that is

displayed when you click the *Microsoft Office Button*. The Office button replaces the traditional File menu of most Windows programs.

- ❖ Commands can be represented as buttons on the *Quick Access Toolbar* to the right of the Microsoft Office Button. By default, this toolbar displays the Save, Undo, and Repeat buttons, but you can customize the toolbar to include any command that you use frequently.
- ❖ The *title bar* displays the name of the active document. At the right end of the title bar are the three familiar buttons that have the same function in all Windows programs. We can temporarily hide the Word window by clicking the Minimize button, adjust the size of the window with the Restore Down/Maximize button, and close the active document or exit Word with the Close button.
- ❖ Below the title bar is the *Ribbon*, which makes all the capabilities of Word available in one area so that we can work efficiently with the program.
- ❖ Commands related to working with document content are represented as buttons on the *tabs* that make up the Ribbon. The Home tab is active by default. Clicking one of the other tabs, such as Insert, displays that tab's buttons.
- ❖ On each tab, buttons are organized into **groups**. Depending on the size of the program window, in some groups the button you are likely to use most often is bigger than the rest
- ❖ The *Microsoft Office Word Help* button appears at the right end of the Ribbon.
- ❖ We create a document in the document window. When more than one document is open, each document has its own window.

- ❖ Across the bottom of the program window, *the status bar* gives you information about the current document. We can turn on or off the display of an item of information by right-clicking the status bar to display the Customize Status Bar menu, and then clicking that item.

Editing and Proofreading Documents

Entering text is a simple matter of typing. However, even the most accurate typists occasionally make mistakes, also known as typos (for typographical errors). After we enter text, we unavoidably have to copy, move, or delete it. Proofing means reading. Read and review documents. It also means checking spelling and grammar, which Word does automatically. Microsoft Word has several tools that make creating professional documents easy and efficient.

- **Editing tools** :- These tools provide quick-selection techniques and drag-and drop editing to make it easy to move and copy text anywhere you want it.

- **Search tools** :- These tools can be used to locate and replace words, phrases, and special characters, either one at a time or throughout a document.

- **Research tools** :- These tools make it easy to find synonyms, look up information, and translate words and phrases.

- **AutoCorrect and Spelling And Grammar** :- These features make it easy to correct typographical and grammatical errors before you share a document with others.

To select text

- **Word**: Double-click the word.

- **Sentence**: Click in the sentence while holding down the H key.

- **Paragraph**: Triple-click in the paragraph, or double-click in the selection area to the left of the paragraph.

→ **Block:** Click to the left of the first word, hold down the Shift key, and then click immediately to the right of the last word or punctuation mark.

→ **Line:** Click in the selection area to the left of the line.

→ **Document:** Hold down the Ctrl key and click in the left margin; triple click in the left margin; press Ctrl+A; or go to the Home tab, click the Select button, and choose Select All

To delete text:-

- Deleting text is equally easy. If you want to delete only one or a few characters, you can simply position the cursor and then press the Backspace or Delete key until the characters are all gone.
- Pressing Backspace deletes the character to the left of the cursor.
- Pressing Delete deletes the character to the right of the cursor.
- For deleting word or more than words, select the text, and then press DEL or BACK SPACE key.

To copy or cut and paste text

1. Select the text, and then on the Home tab, in the Clipboard group, click the Copy or Cut button.
2. Click where you want to paste the text, and then in the Clipboard group, click the Paste button.

To undo an action

→ On the Quick Access Toolbar, click the Undo button.

Inserting text is easy:-We click to position the cursor and simply begin typing. Any existing text to the right of the cursor moves to make room for the new text.

To move text by dragging

1. Select the text, and then point to the selection.
2. Hold down the mouse button, drag the text to its new location, and then release the mouse button.

- **Keyboard shortcuts** It can be more efficient to press key combinations to cut, copy, and paste selections than to click buttons on the ribbon. The main keyboard shortcuts for editing tasks are shown in the following table.

Task	Keyboard shortcut
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Repeat/Redo	Ctrl+Y

To find text *(the keyboard shortcut: Ctrl+F).*

1. On the Home tab, in the Editing group, click the Find button.
2. On the Find tab of the Find and Replace dialog box, specify the text you want to find, and then click Find Next.

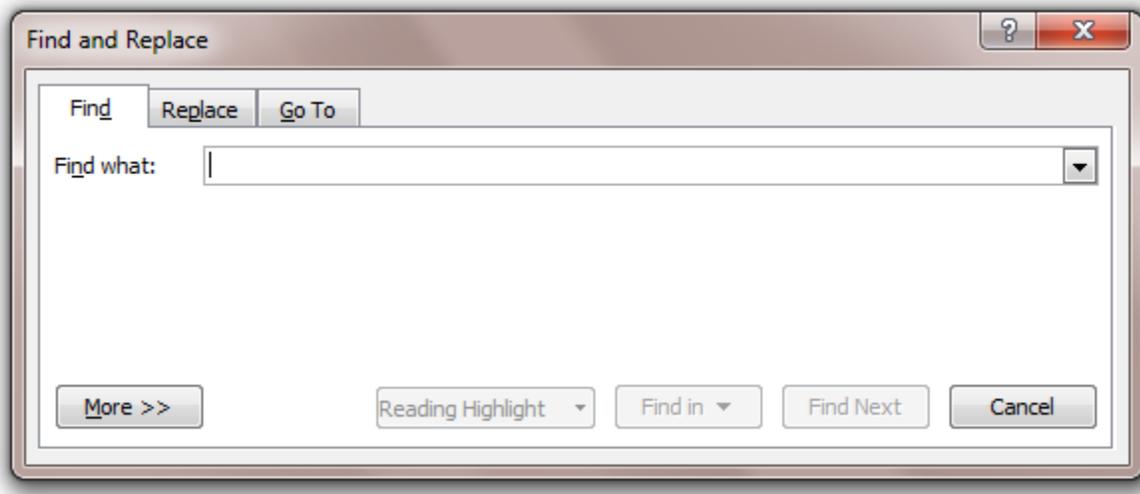


Figure:
The Find and Replace dialog box.

To replace text *(the keyboard shortcut: Ctrl+H).*

1. On the Home tab, in the Editing group, click the Replace button.
2. On the Replace tab of the Find and Replace dialog box, specify the text you want to find and the text you want to replace it with, and then click Find Next.

3. Click Replace to replace the first instance of the text, Replace All to replace all instances, or Find Next to leave that instance unchanged and move to the next one.

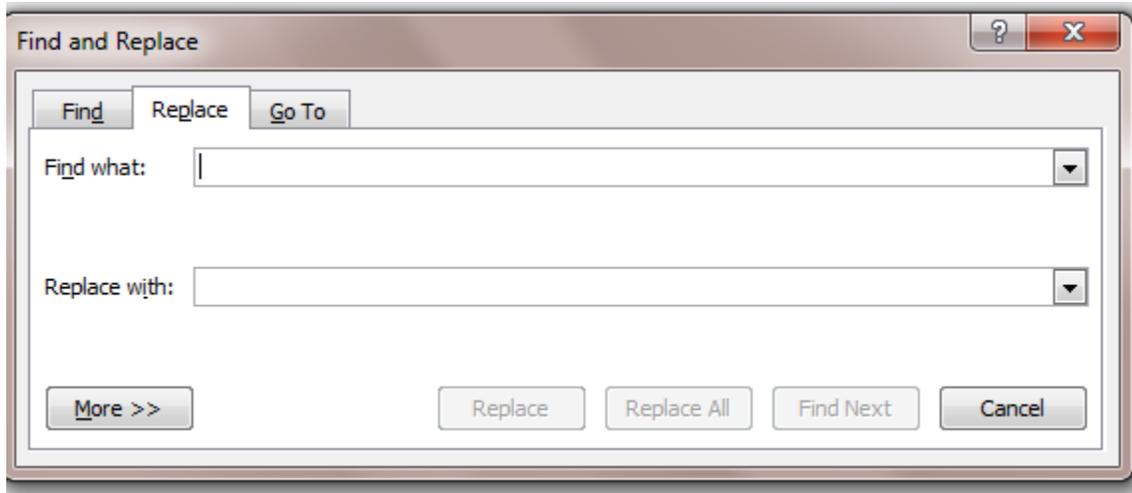


Figure 6-6:
The Replace part of the Find and Replace dialog box

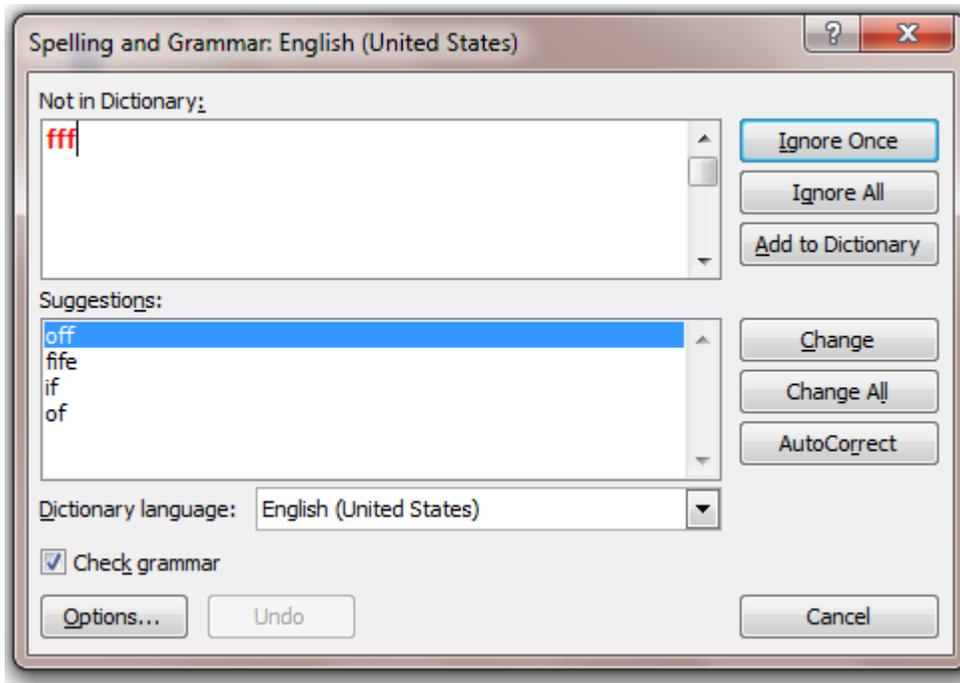
Correcting Spelling and Grammatical Errors

Word-processing programs such as Word have built-in spelling and grammar checkers. Word provides these three tools to help you with the chore of eliminating spelling and grammar errors:--

● **Auto Correct:**-This feature corrects commonly misspelled words, such as adn to and, so that you don't have to correct them yourself. AutoCorrect comes with a long list of frequently misspelled words and their correct spellings. If you frequently misspell a word that AutoCorrect doesn't change, you can add it to the list in the AutoCorrect dialog box. If you deliberately mistype a word and don't want to accept the AutoCorrect change, you can reverse the correction by clicking the Undo button before you type anything else.

● **Error indicators:**-Word underlines potential spelling errors with red wavy underlines and grammatical errors with green wavy underlines. You can right-click an underlined word or phrase to display suggested corrections in a shortcut menu.

● **Spelling and Grammar dialog box:-** If you want to check the spelling or grammar of the entire document, you can click the Spelling & Grammar button in the Proofing group on the Review tab. Word then works its way through the document and displays the Spelling And Grammar dialog box if it encounters a potential error.



AutoComplete feature:-

Sometimes when we're typing and in the middle of something, we see a pop-up bubble appear above our text, as shown in Figure 2-4. That's the AutoComplete feature in action. Basically, AutoComplete is Word guessing at what we're typing.



When Word has guessed correctly, press the Enter key, and Word inserts the rest of the text. If Word is out of its mind, keep on typing, and the bubble goes away.

Thesaurus

Language is often contextual. To help us ensure that we're using the words that best convey your meaning in any given context, Word provides a thesaurus where we can look up alternative words, called synonyms, for a selected word.

The Thesaurus is one of a set of research services provided by Word. To look up alternatives for a word, right-click the word, and then click Synonyms to display a list from which you can choose the one we want.

Alternatively, we can select the word and then click the *Thesaurus button* in the **Proofing group** on the **Review tab**. The Research task pane opens, displaying the selected word in the Search For box and synonyms for that word in the Thesaurus list.

Keyboard Shortcut Press Shift+F7 to open the Research task pane and display Thesaurus entries for the active word, which is also displayed in the Search For box.

Viewing Documents in Different Ways

In Word, we can display a document in a variety of views, each suited to a specific purpose.

We switch the view by *clicking the buttons in the Document Views group on the View tab*, or those on the *View Shortcuts toolbar* in the lower-right corner of the program window.

- **Print Layout view** This view displays a document on the screen the way it will look when printed. We can see elements such as margins, page breaks, headers and footers, and watermarks.

- **Full Screen Reading view** This view displays as much of the content of the document as will fit on the screen at a size that is comfortable for reading. In this view, the ribbon is replaced by one toolbar at the top of the screen with buttons for saving and printing the document, accessing reference and other tools, highlighting text, and making comments. We can move from page to page and adjust the view by selecting options from the View Options menu. We can edit the document only if we turn on the Allow Typing option on this menu, and we can switch views only by clicking the Close button to return to the previous view.

- **Web Layout view** This view displays the document the way it will look when viewed in a Web browser. We can see backgrounds and other effects. We can also see how text wraps to fit the window and how graphics are positioned.

- **Outline view** This view displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing its hierarchy.

- **Draft view** This view displays the content of a document with a simplified layout so that we can type and edit quickly. We cannot see layout elements such as headers and footers.

TEXT FORMATTING:-

The appearance of your documents helps to convey their message. Microsoft Word can help us to develop professional-looking documents whose appearance is appropriate to their contents.

- We can easily format the characters and paragraphs so that key points stand out and arguments are easy to grasp.
- We can also change the look of major elements within a document by applying predefined sets of formatting called Quick Styles.
- We can change the look of selected text by applying predefined combinations called text effects.

In addition, we can change the fonts, colors, and effects throughout a document with one click by applying one of the built-in themes.

Changing the Look of Characters

The most basic attribute of text is its *typeface*, often called the *font*.

Common fonts include Arial, Verdana, and Times New Roman.

When we type text in a document, it is displayed in a particular font. By default the font used for text in a new Word document is Calibri, but we can change the font of any element at any time. The available fonts vary from one computer to another, depending on the programs installed.

We can vary the look of a font by changing the following attributes:

- Size:-- Almost every font comes in a range of sizes, which are measured in points. A point is approximately 1/72 of an inch (about 0.04 centimeters).
- Style:- Almost every font comes in a range of styles. The most common are regular(or plain), italic, bold, and bold italic.
- Effect :-Fonts can be enhanced by applying effects, such as underlining, small capital letters (small caps), or shadows.
- Color:- A palette of coordinated colors is available, and we can also specify custom colors.
- Character spacing:- You can alter the spacing between characters by pushing them apart or squeezing them together.

Collectively, the font and its attributes are called character formatting.

To preview and apply styles

→ Click the paragraph or select the text to which you want to apply a style. Then on the Home tab, in the Styles group, click the thumbnail of the style you want to apply in the Quick Styles gallery

To apply character formatting

→ Select the text. Then on the Home tab, in the Font group (or on the Mini toolbar that appears), click the button of the formatting you want to apply.

To copy formatting

→ Select the text that has the formatting you want to copy. Then on the Home tab, in the Clipboard group (or on the Mini toolbar that appears), click the Format Painter button, and select the text to which you want to apply the copied formatting.

To change the font

→ Select the text. Then on the Home tab, in the Font group, click the Font arrow, and click the font you want.

To change the font size

→ Select the text. Then on the Home tab, in the Font group, click the Font Size arrow, and click the font size you want.

To apply text effects

1. Select the text, and then on the Home tab, click the Font dialog box launcher.
2. In the Font dialog box, under Effects, select the check box for the effect you want, and then click OK.

To change the color of text

→ Select the text. Then on the Home tab, in the Font group, click the Font Color arrow, and in the color palette, click the color you want.

To highlight text with a color

→ Select the text. Then on the Home tab, in the Font group, click the Highlight arrow, and click the color you want.

To select all text with the same formatting

→ Click the formatted text. Then on the Home tab, in the Editing group, click the Select button, and click Select Text With Similar Formatting.

Changing the Look of Paragraphs

The paragraph can consist of one word, one sentence, or multiple sentences. We can change the look of a paragraph by changing its indentation, alignment, and line spacing, as well as the space before and after it. We can also put borders around it and shade its background. Collectively, the settings we use to vary the look of a paragraph are called paragraph formatting.

To align paragraphs

→ Click the paragraph, or select multiple paragraphs. Then on the Home tab, in the Paragraph group, click the Align Left, Center, Align Right, or Justify button.

To indent the first line of a paragraph

→ Click the paragraph. Then on the horizontal ruler, drag the First Line Indent marker to the location of the indent.

MAIL MERGE

Mail merge is the process of taking a single letter, stirring in a list of names and data, and combining (merging) everything into a final set of documents, each of which is customized and nearly personal.

Many business and other organizations communicate with their customers or members by means of letters, newsletters, and promotional pieces that are sent to everyone on a mailing list. The easiest way to generate a set of documents that are identical except for certain information—such as the name, address, and greeting of a letter—is to use a process called mail merge.

The mail merge process combines the static information stored in one document with variable information stored in another document, as follows:---

-

- ***Main document*** This document contains the static text that will appear in all the merged documents. It also contains placeholders—called merge fields—that tell Word where to insert the variable information.

- ***Data source*** This is a structured document, such as a Word table, Microsoft Excel, worksheet, Microsoft Access database table, or Microsoft Outlook contacts list, that contains sets of information—called records—in a predictable format. You can use an existing data source, or you can create a new one as part of the mail merge process.

Doing a mail merge involves five separate tasks:--

1. Build the main document.
2. Decide which fields are needed for the main document.

3. Create the address list, or the data for the mail merge. This step involves combining the fields into records and filling in the data.
4. Place the fields into the main document.
5. Merge the records and their fields from the address list into the main document to create the merged documents

To merge a document with an existing data source:---

1. On the Mailings tab, in the Start Mail Merge group, click the Start Mail Merge button, and then click Step by Step Mail Merge wizard.
2. In the Mail Merge task pane, select an option in the Select document type area, and then click Next: Starting document.
3. Click Use the current document, and then click Next: Select recipients.
4. Click Use an existing list, and then click Browse.
5. In the Select Data Source dialog box, navigate to the location of the data source, and then double-click the file.

To insert a merge field into a form letter

1. Click where you want to insert the merge field. Then on the Mailings tab, in the Write and Insert Fields group, click the button for the field you want to insert.

What Is a Macro?

In Microsoft Office Word 2007, we can automate frequently used tasks by creating macros. A macro is a series of commands and instructions that we group together as a single command to accomplish a task automatically.

Typical uses for macros are :----

- To speed up routine editing and formatting
- To combine multiple commands — for example, to insert a table with a specific size and borders, and with a specific number of rows and columns
- To make an option in a dialog box more accessible
- To automate a complex series of tasks

Use the macro recorder

1. On the Developer tab, in the Code group, click Record Macro.
2. In the Macro name box, type a name for the macro.
3. In the Store macro in box, click the **template** or document in which you want to store the macro.
4. In the Description box, type a description of the macro.
5. Do one of the following:
 - To begin recording the macro without assigning it to a button on the Quick Access Toolbar or to a shortcut key, click OK.
 - To assign the macro to the Quick Access Toolbar, do the following:
 1. Click Button.
 2. Under Customize Quick Access Toolbar, select the document (or all documents) for which you want to add the macro to the Quick Access Toolbar.
 3. Under Choose commands from dialog box, click the macro that you are recording, and then click Add.
 4. Click OK to begin recording the macro.
 - To assign the macro to a keyboard shortcut, do the following:
 1. Click Keyboard.
 2. In the Commands box, click the macro that you are recording.
 3. In the Press new shortcut key box, type the key sequence that you want, and then click Assign.
 4. Click Close to begin recording the macro.
6. Perform the actions that you want to include in the macro.
7. To stop recording your actions, click Stop Recording in the Code group.

Organize Information in Columns and Tables

Information in documents is most commonly presented as paragraphs of text. To make a text-heavy document more legible, we can flow the text in two or more columns, or we can display information in a table. For example, flowing text in multiple columns is a common practice in newsletters, flyers, and brochures; and presenting information in tables is common in reports.

When we need to present data in a document, using a table is often more efficient than describing the data in a paragraph, particularly when the data consists of numeric values.

Tables make the data easier to read and understand. A small amount of data can be displayed in simple columns separated by tabs, which creates a tabbed list. A larger amount of data, or more complex data, is better presented in a table, which is a structure of rows and columns, frequently with row and column headings.

To format text in multiple columns

→ Select the text. Then on the Page Layout tab, in the Page Setup group, click the Columns button, and click the number of columns you want.

To insert a table

1. Click where you want to insert the table. Then on the Insert tab, in the Tables group, click the Table button.
2. In the grid, point to the upper-left cell, move the pointer across and down to select the number of columns and rows you want, and click the lower-right cell in the selection.

Add Simple Graphic Elements

Some documents that we create in Microsoft Word are straightforward and require nothing more than words. Others might benefit from the addition of graphic elements to reinforce their concepts, to grab the reader's attention, or to make them more visually appealing. These graphic elements can include a wide variety of objects and effects, including:--

- **Pictures** These objects are created outside of Word—photographs from digital cameras, clip art images, or files created on a computer with a graphics program.
- **Drawing objects** These objects are created within Word—text boxes, WordArt text, diagrams, charts, shapes, and other such objects. As with pictures, you can size, move, and format drawing objects from within Word.

To insert a picture

1. Click where you want to insert the picture. Then on the Insert tab, in the Illustrations group, click the Picture button.
2. Navigate to the folder where the picture is stored, and then double-click the picture to insert it.

To insert a WordArt object

1. Click where you want to insert the WordArt. Then on the Insert tab, in the Text group, click the WordArt button.
2. In the WordArt gallery, click the style you want.
3. In the Edit WordArt Text dialog box, type your text.
4. Set the size and other attributes of the text, and then click OK.

To draw a shape

1. On the Insert tab, in the Illustrations group, click the Shapes button, and then click the shape you want.
2. Point where you want the shape to appear, and then drag to draw the shape.

To insert a diagram

1. Click where you want to insert the diagram. Then on the Insert tab, in the Illustrations group, click the SmartArt button.
2. In the Choose a SmartArt Graphic dialog box, click the diagram layout you want, and then click OK.

To insert a chart

1. On the Insert tab, in the Illustrations group, click Chart.
2. In the Insert Chart dialog box, click the category of chart you want, click the style you want, and then click OK.

To enter data in a new chart

- In the Excel worksheet, replace the sample data by clicking a cell, and then typing your own data.