

Getting Started with Word 2007

The place to start a Word document is the **Microsoft Office Button**.



Once you press the button, a menu appears. You may notice that this menu, shown here, looks a bit similar to the **File** menus in previous versions of Word. On the left of the menu, you see all the commands to work with a file. Here's where to create a new document or open an existing one. You've got your **Save** and **Save as** commands here, too.

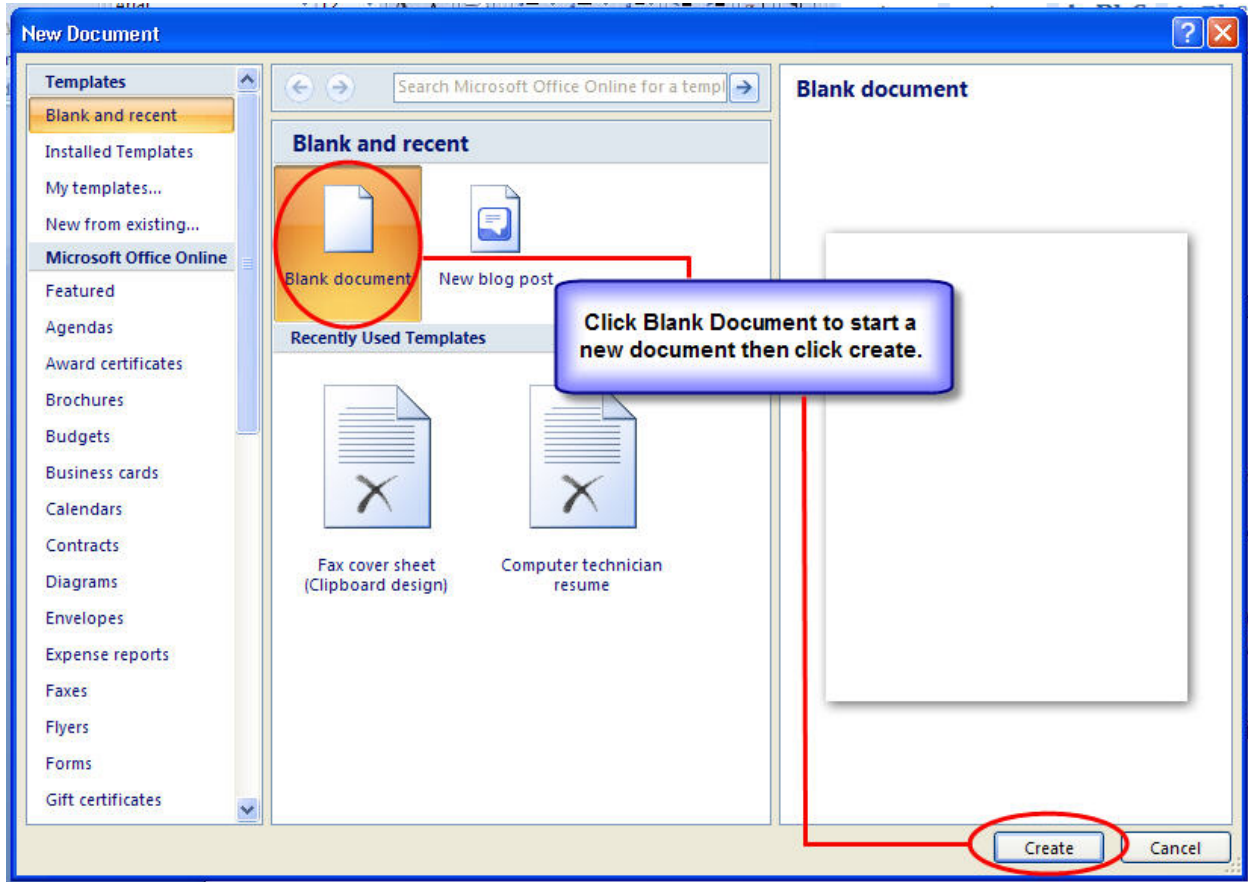
The right side of the menu lists your recently opened documents. These are always conveniently visible so that you don't have to search your computer for a document you frequently work on.

Open a New Document

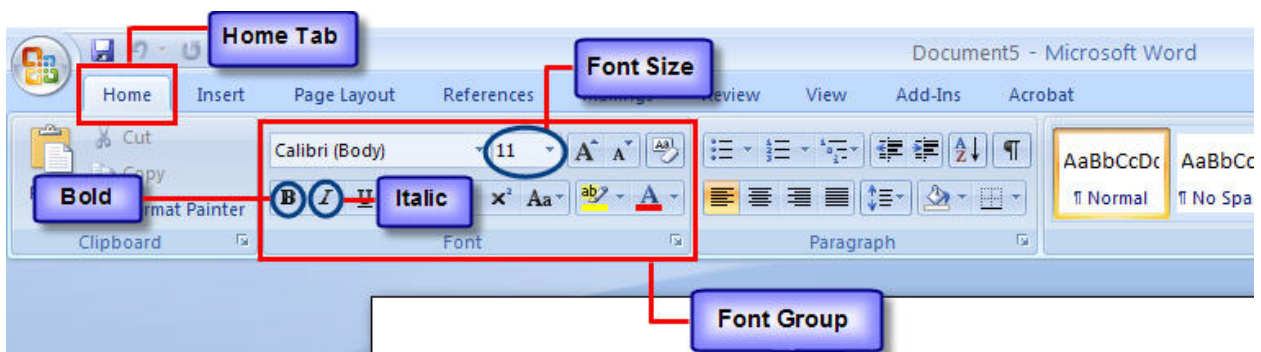
Click the Microsoft Office Button



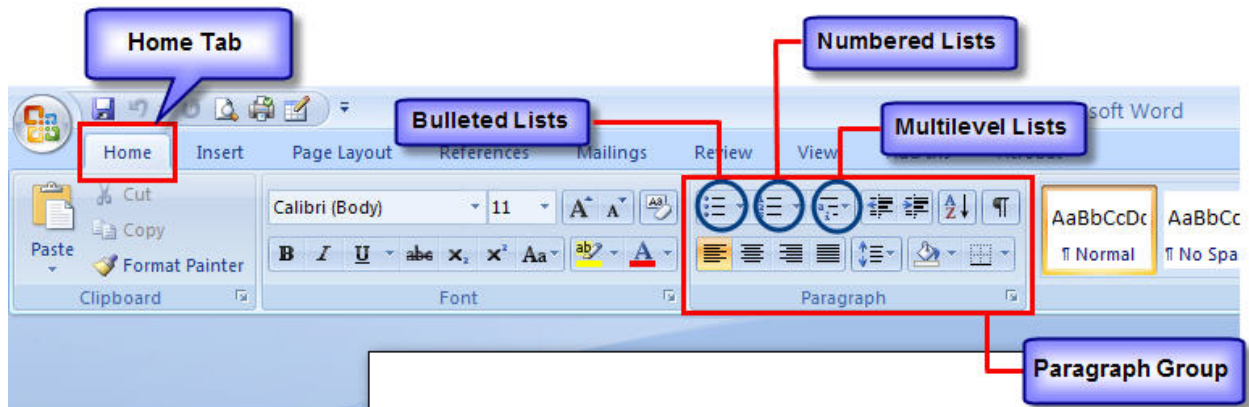
Click Blank Document and then click Create.




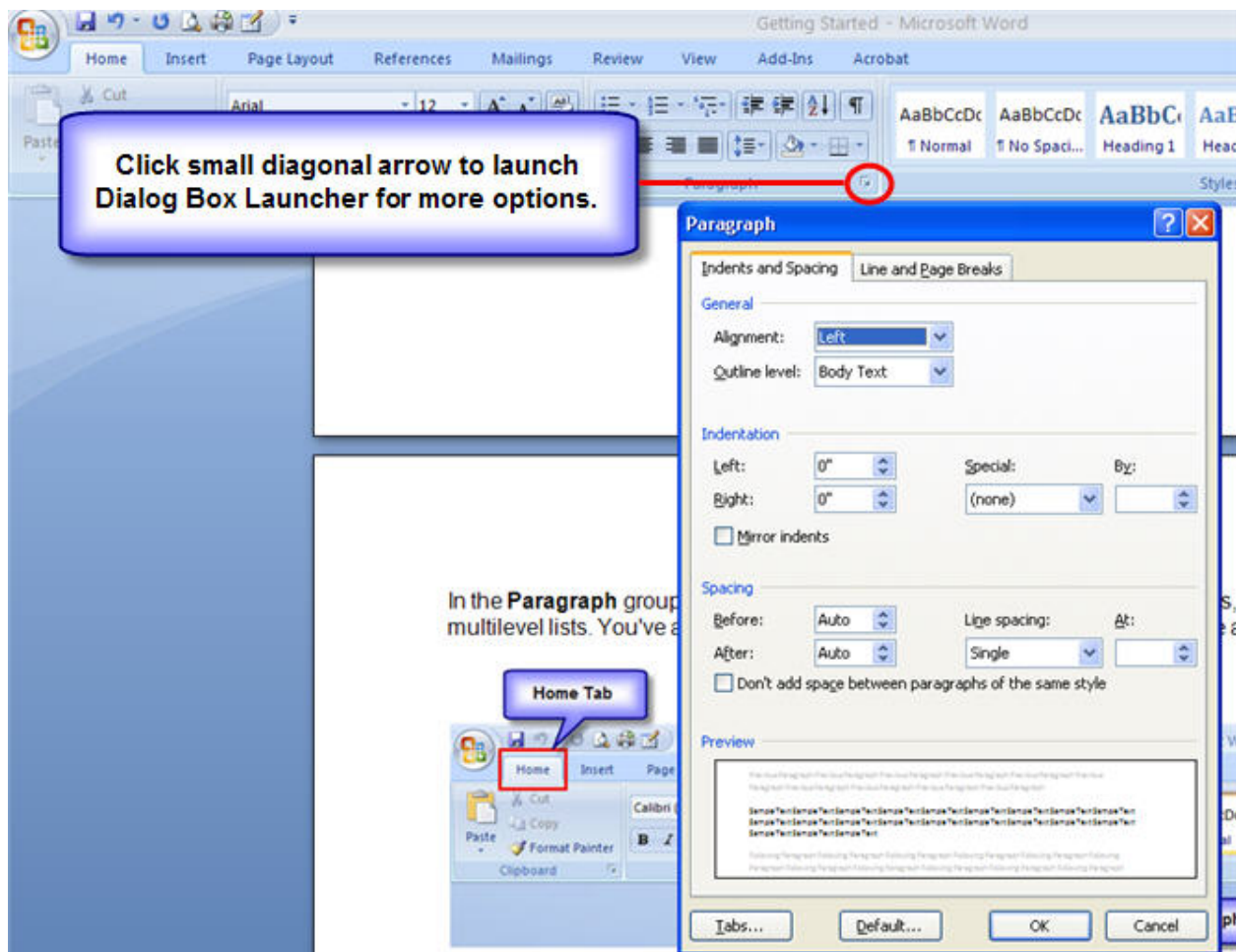
Once you have a document open and have typed your text, you'll want to format that text. Many familiar formatting commands are in view on the **Home** tab, in the **Font** group: **Bold**, **Italic**, **Font Size**, and so on.



In the **Paragraph** group you have the ever-popular bulleted lists, numbered lists, and multilevel lists. You've also got your indentation and alignment commands here as well.

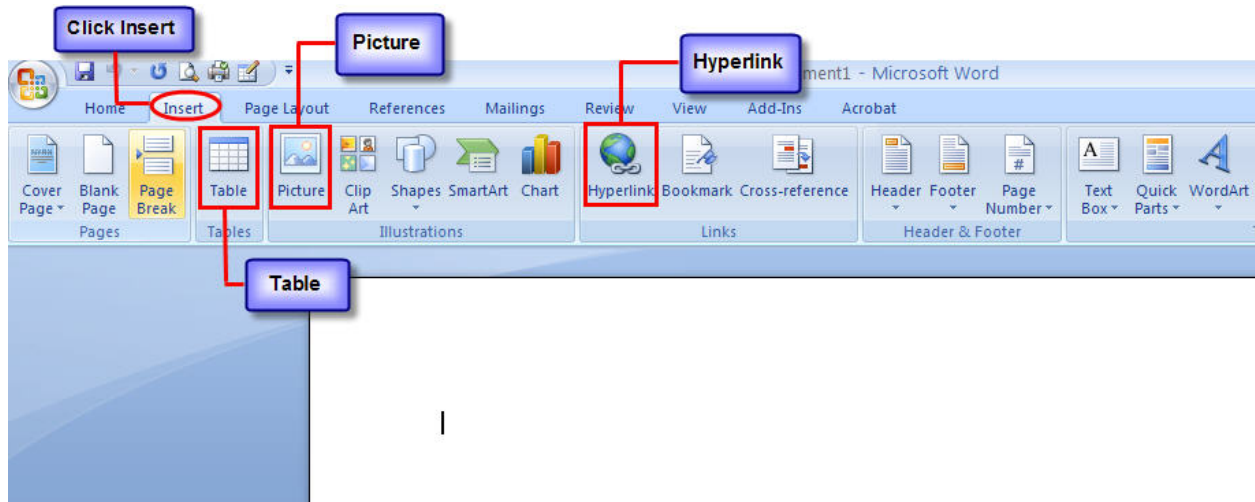


Remember to click the small diagonal arrow  in the lower-right corner of the group, the Dialog Box Launcher, if you don't see options that you are accustomed to using in Word.



You may want pictures, clip art, charts, or shapes in your document. The place to add these is the **Insert** tab.

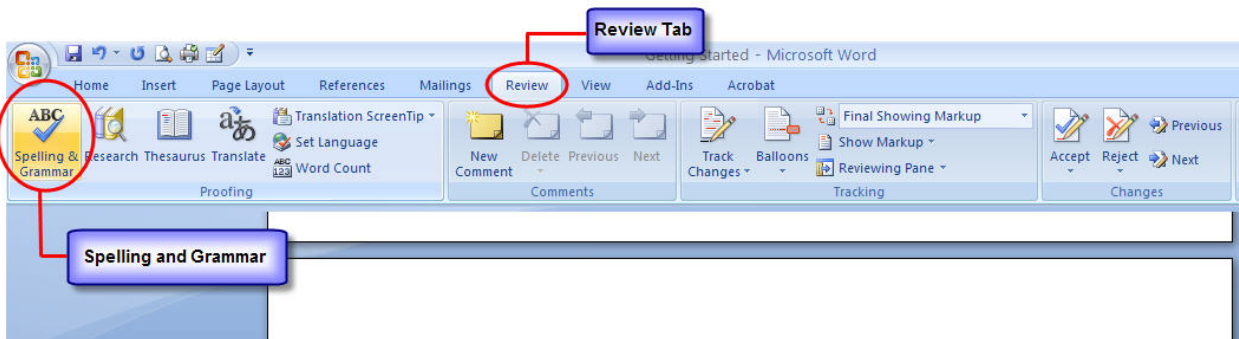
But those aren't the only commands on this tab. You've got **Tables**, **Pictures**, and **Hyperlink** here, as well.



Review

When you've done most of the work on your document, you'll want to check the spelling and the grammar before you print or e-mail it.

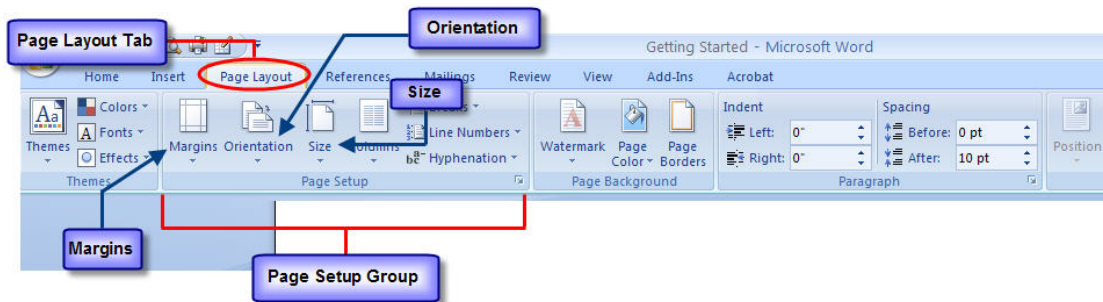
The **Spelling & Grammar** command is on the **Review** tab, because this is part of reviewing your work. Look toward the *far left*, in the **Proofing** group.



Ready to Print

You're ready to print. First it's smart to check how your pages are laid out for the printer. Everything you need is on the **Page Layout** tab. The **Page Setup** group contains **Size** (8.5 x 11, A4, and so on), **Orientation** (landscape and portrait), and **Margins**.

Margin settings are easily accessible, on the same level as other commands in this group.



Print

When you are ready to print, go back to the **Microsoft Office Button**. But keep in mind that now you've got options:

- 1 If you click the **Print** command, you'll get the **Print** dialog box. But point at the arrow on the right of the **Print** command instead, and you'll see three commands:
- 2 **Print**, which will open the old familiar **Print** dialog box.
- 3 **Quick Print**, which sends your document immediately to the printer.
- 4 **Print Preview**, which shows you how the printed document will look. If you use this command a lot you might like to add it to the Quick Access Toolbar.

