

Microsoft **Word 2007**

Basic Level 1

Course Material & Videos by **Richard Rost**
Handbook Written by Lauryn Rost

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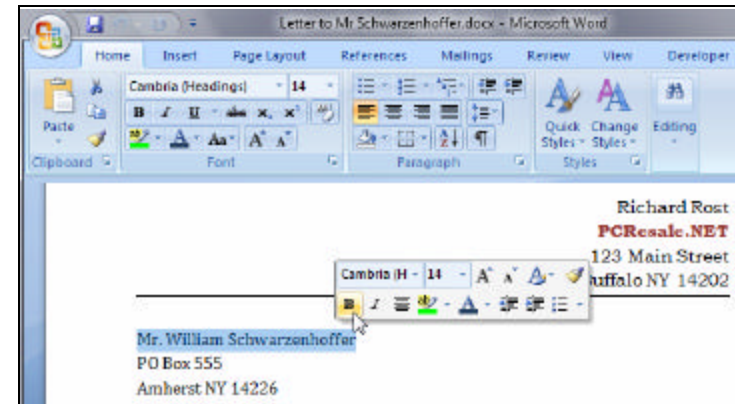
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Introduction

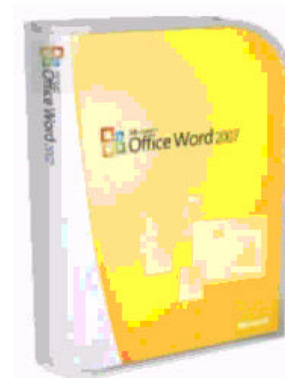
Welcome to **Word 2007 Basic Level 1**.

In today's class, we're going to learn the basics of how to use **Microsoft Word 2007**. This class is designed for the **novice** user to get you up to speed quickly in Microsoft Word. We're going to learn:

- The Word 2007 Interface, including the Ribbon
- Entering & Editing Text
- Basic Spelling & Grammar
- Formatting Text
- Using the Clipboard with Cut, Copy, and Paste
- Saving and Loading Files
- Printing & Emailing Documents



Versions Used. This lesson uses **Microsoft Office Word 2007**. If you are using **Word 2003** or earlier, you should visit our Web site and look for the **Word 101** tutorial that covers these earlier versions.



Pre-Requisite. Before taking this course, we strongly recommend you take our **Windows Vista 101** course. In Windows Vista 101, you learn how to log on to Windows, properly use the Mouse and Keyboard, launch programs, maximize and minimize a window, and use the scroll bars. If you don't know how to do all of these things, you should first take Windows Vista 101.



Who is This Class For? This is the **Basic Level 1** course for Microsoft Word 2007. This is for the **novice** user who has little or no experience with Microsoft Word. Our course series are designed as follows:

- **Basic** courses are for novice users to get up and running quickly.
- **Expert** courses teach you more details about each topic.
- **Advanced** covers the lesser-used, but more powerful features.
- **Developer** teaches you how to program in Visual Basic.

Student Forums. Need help? Have questions? Feel free to post your questions in the Student Forums. If you're watching the videos in our custom Video Player software, or the Online Theater, you should see the Forum window appear next to each class. Post your questions there.

This handbook is designed to be a **supplement** to the full video course for Microsoft Word 2007 Basic Level 1. We recommend you use this handbook to follow along with the class videos. This handbook is **not** meant as a stand-alone study guide.

We do recommend that you **watch** the course videos one time through, paying attention to the lessons covered. Follow along with the course videos using this guide. Take notes on the pages where needed. Then, watch the videos a **second** time, practicing the examples yourself on your computer.

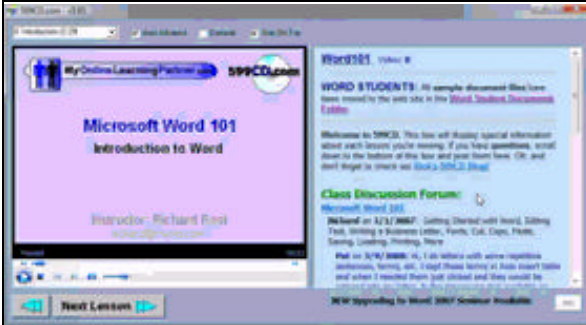


Different Series

- Basic
- Expert
- Advanced
- Developer

B

www.WordLearningZone.com



My Online Learning Partner **SP9CD.com**

Microsoft Word 101
Introduction to Word

Instructor: Richard Frost
richard@word.com

WORD STUDENTS: An example document file has been created by the web site in the [Word Student Documents](#) folder.

Welcome to SP9CD. This site will display special information about each lesson you're viewing. If you have questions, scroll down to the bottom of this box and your lesson level. Or, just feel free to check out [Word 101 Blog](#).

Class Discussion Forum:

Microsoft Word 2007 - Getting Started with Word, Saving Text, Saving a Business Letter, Fonts, Cell, Caps, Paragraph, Spelling, Linking, Printing, More

Post on 10/10/2007 by: I am having a little trouble with saving documents, fonts, etc. I kept these letters at home and I can't find them when I need them just what I need and they would be helpful for me. In the meantime, I am looking for a way to save them.

NEW! Approving for Word 2007 Semester Availability

Next Lesson

How to Learn

- Sit Back & Relax
- Watch Again, Follow Along
- Create the Business Letter
- Re-Watch the Video
- Keep an Open Mind



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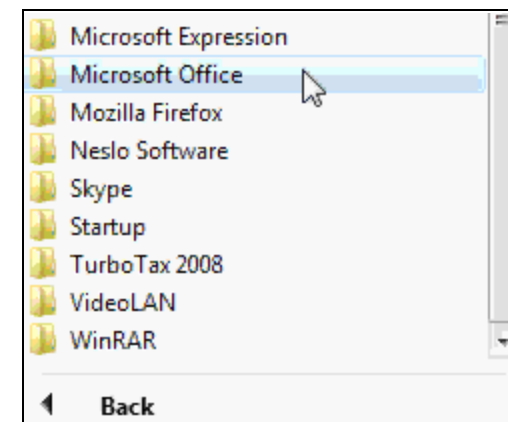
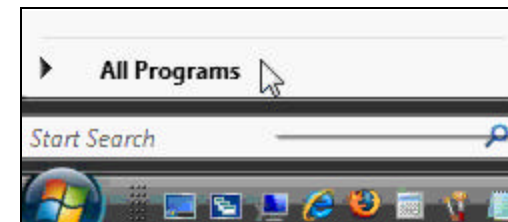
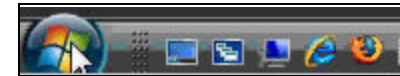
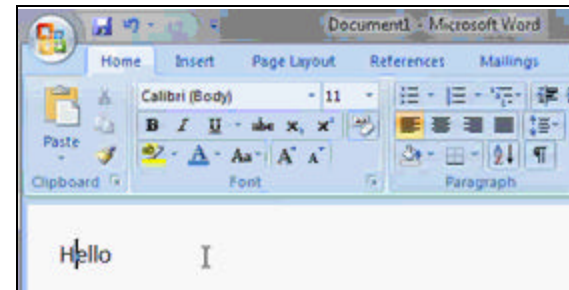
Lesson 1. The Word Interface, Part 1

- Starting Word
- Title Bar
- Maximize & Minimize
- Close Word
- Office Button

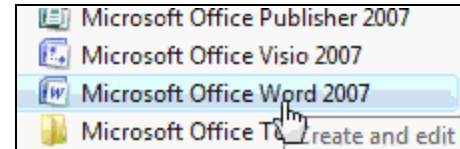
We're going to start by opening up **Microsoft Word** by going down to the **start** button on the bottom of your desktop.

Next we'll click on **all programs**.

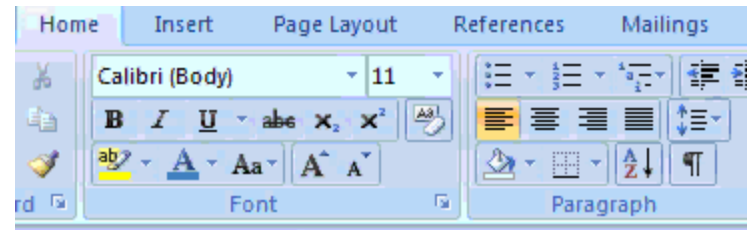
Then **Microsoft Office**.



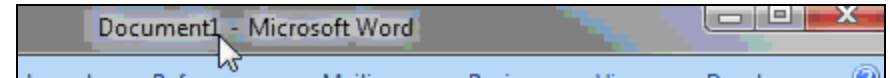
Then find **Microsoft Office Word 2007** and double click on it to open up the program.



Now that we have opened up **Microsoft Office Word 2007** we are going to go over the features that will allow you to be productive. Note: your interface might appear differently than ours, that is because the **Ribbon** at the top of the screen will change depending on the size of your screen.



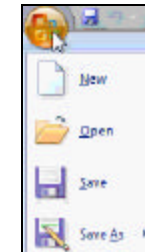
Across the top of your screen is the title bar. This will tell you the name of your document as well as what program you are using. For example, because we have not saved ours yet our default title is Document1.



In the upper right hand corner of your word document you will see three boxes. These boxes allow you to minimize your document on your toolbar, make your document to its full size, or close your document.



In the upper left hand corner we have the new **Office** button. We can click on this to do things like save our document or open a new document. For those of you who have used older versions of **Word**, this button takes the place of the old "File" button.



Lesson 2. The Word Interface, Part 2

- The Ribbon

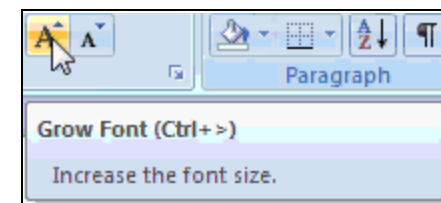
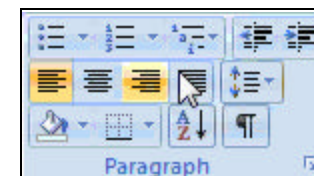
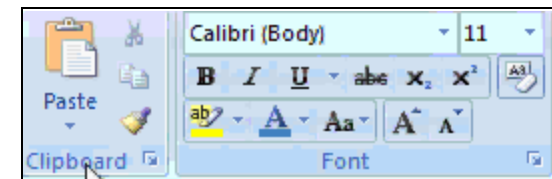
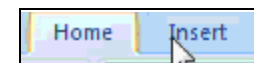
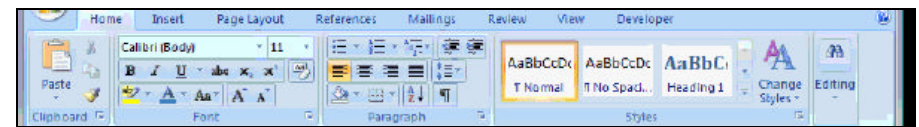
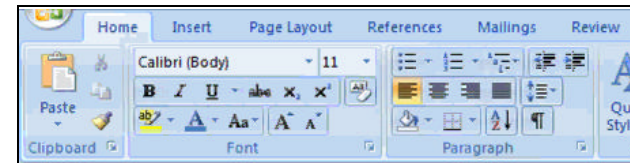
Across the top of the document is a **Ribbon**, Microsoft Word's new menu system. This Ribbon makes it much easier to access all of Microsoft's tools that were found in the old pull-down menu system.

The Ribbon is grouped into different **tabs**: the **home** tab, **insert** tab, **page layout**, **references**, **mailings**, **review**, **view**, and **developer**. You can change the tab that you are on by clicking on the name of the tab.

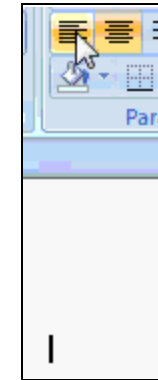
Each tab is further organized into **groups**. For example the **home tab** is organized by these groups: **clipboard**, **font**, **paragraph**, and **styles**. These groups are present to further organize the different buttons of commands.

As an example, all of the **paragraph editing** buttons are located under the **paragraph** grouping on the Ribbon.

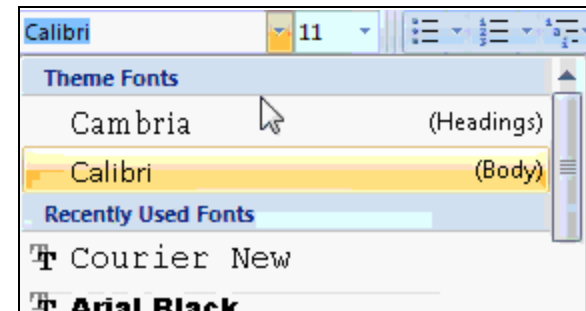
If you hover over one of the buttons a pop up menu will appear that tells you what each button does. You can also press F1 on your keyboard for more help.



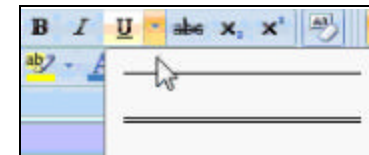
Most of the commands on the Ribbon are simple push buttons (also called command buttons). To center your text simply click on that button. Likewise for aligning your text to the right or to the left.



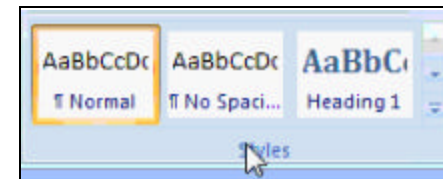
Some of the commands are drop down menus. So if you want to change your font you click the small arrow next to the font name and a menu drops down so you can choose the new font. You can also click the button again to close the menu.



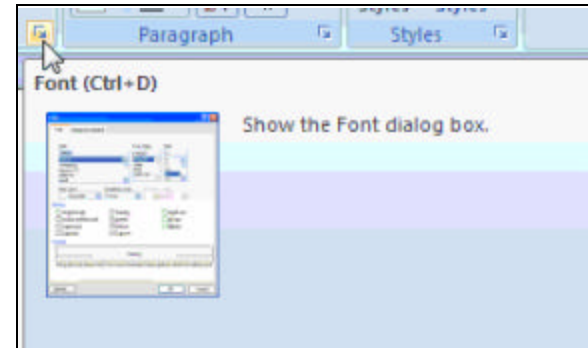
Some buttons are called **Command Option Groups** where you have more options to choose from. For instance next to the Underline button there is a small arrow, if you click that then there is a list of even more options, from dotted line underlines to double underlines.



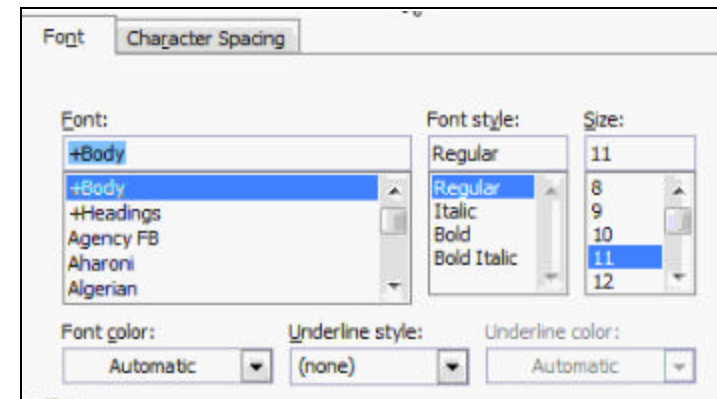
Some commands show up as galleries like under Styles. This is essentially a small preview of the style before you apply it to your document.



One detail to notice is that each of these groups have a little tiny button in the bottom right hand corner. This button is to launch a dialog box for that group.



The dialog box is just a menu with more options for that grouping. For instance the Font group has a lot more options now that we opened the dialog box than it did before. If you have used previous versions of Microsoft Word you will recognize this box.



Lesson 3. The Word Interface, Part 3

- Quick Access Toolbar
- Status Bar
- Zoom Controls
- Document Area
- Mouse Pointer
- Insertion Point
- Moving the Cursor

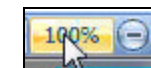
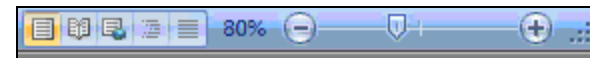
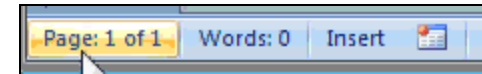
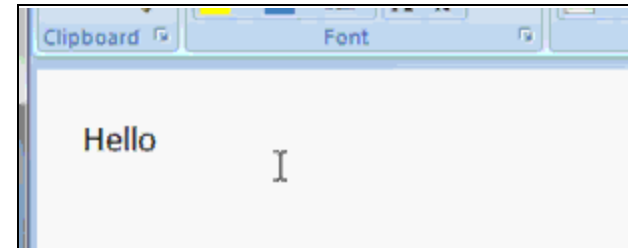
Unfortunately, there is no easy way to customize your Ribbon, so Microsoft Word gave us the Quick Access Toolbar. This is in the upper left hand corner next to the Office button. The Quick Access Toolbar only has a couple of buttons on it such as: save, repeat, and undo. In a future lesson we will learn how to customize this.

On the bottom of the screen we have the **Status Bar**. The status bar shows you things like what page you are currently on and how many pages there are, how many words you have in your document, and so on. You can customize this as well but you will see how in a future lesson.

Next to the Status Bar are the **Views Buttons**. The views buttons allow us to change how we view our document. We can either: view the document as you would a printed paper, as a web page, a draft, etc.

Next to that we have our **Zoom Controls**. You can use these controls to either zoom into your document or zoom out, depending on your personal preference.

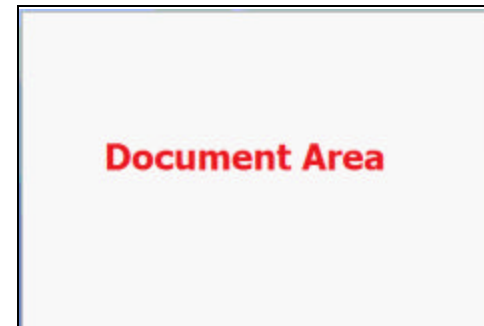
You can also click on the button next to the zoom to open up the zoom dialog box.



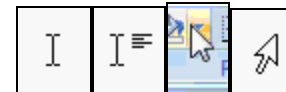
All the way to the right you will see a bar on the side, this is your scroll box. The scroll box allows you to move up or down your document. This is helpful when you have more than one page. Depending on the size of your window you may also have a scroll bar on the bottom of your page to move from the left or the right of your document.



Finally in the middle of your window you have a document area. This is where all your text, pictures, etc. will go.



This is the cursor. This replaces the arrow head that you usually have as your mouse pointer. The mouse pointer may change based on what you're doing.



The flashing line on your screen is called the **Insertion Point** or Cursor. That is where the text is inserted into the document when you type.



Don't get this confused with the mouse pointer. You can click on the document where you want to type with the mouse pointer, but the mouse pointer is NOT the Insertion Point.



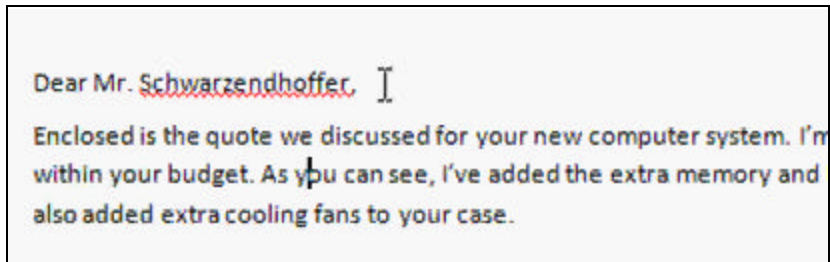
Lesson 4. Entering Text, Part 1

- Writing a Business Letter
- Spell Check on the Fly
- Word Wrap

Let's start by writing our letter, after we type in our desired text we are going to add a comma and then press enter.

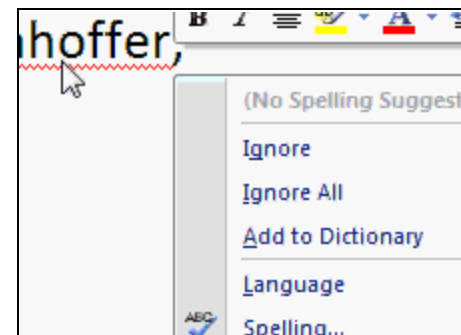
As soon as we press enter, Word automatically adds a red squiggly line under Mr. Schwarzenhoffer's name. This is Word's way of telling us that Schwarzenhoffer's name does not appear to be the right spelling. We know that this is spelled right, but because his name is not added to the Word dictionary, Word will tell you that it is spelled wrong.

Because we do not know how to turn off the spell check yet, if the red squiggly line distracts you, simply right click on the word, then simply pick ignore. This will make the line disappear from that word.

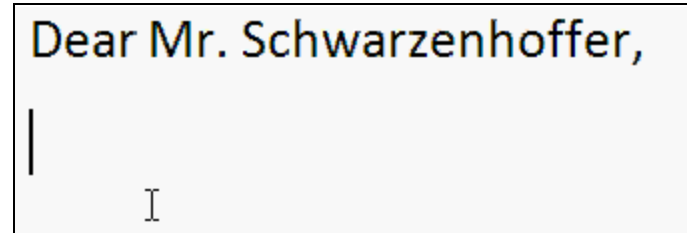


Dear Mr. Schwarzenhoffer,

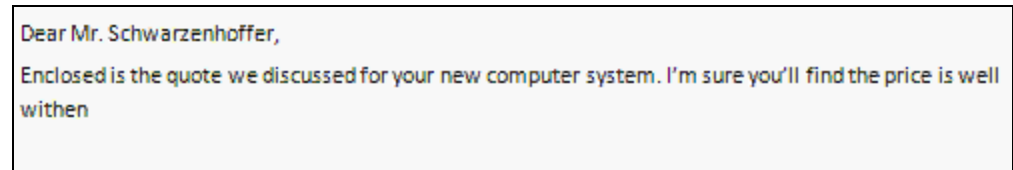
Schwarzenhoffer



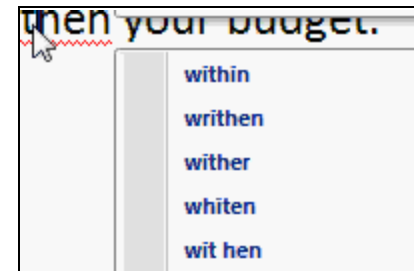
Notice how when we right clicked on the word that it moved our cursor. To move it back to where we had it before simply click below the text.



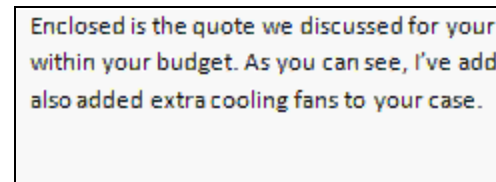
Let's continue typing our letter. Notice when you have reached the end of your document Word automatically moves you to the next line. Unlike a type writer, word does not need for you to press the Enter key to move down to the next line, it will do it for you.



Notice again how word found another spelling error. If you are unsure of how to spell the underlined word all you need to do is right click on the word and a box will appear with words the Word thinks you are trying to spell or come close to your spelling. To select a word on that box simply click on it and it will replace your previous error.



As we finish our letter, remember the only time that you are going to need to press enter is when you want to start a new paragraph.



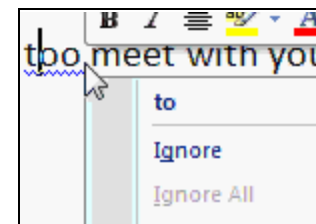
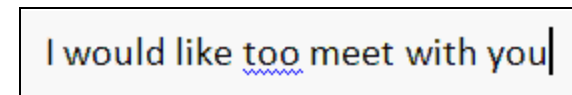
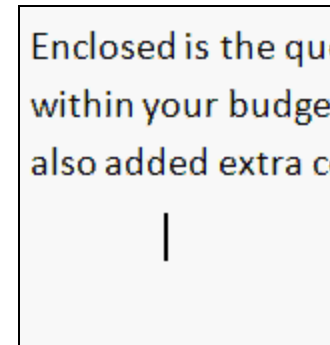
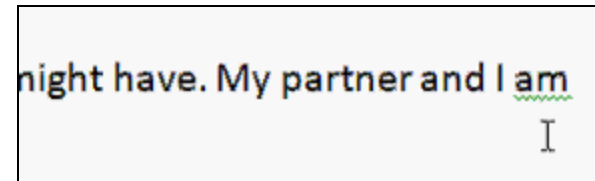
Lesson 5. Entering Text, Part 2

- Tab Key to Indent
- Wrong Word Form
- Grammar Check
- Backspace v. Delete key
- END Key Shortcut

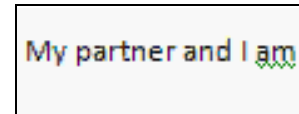
To indent your text you are going to hit the TAB key. The tab key is a key on your keyboard on the left hand side above the CAPS LOCK key. Whether or not you press tab to indent is really a matter of style. Some people like to add an extra enter space in between their paragraphs, etc.

As we continue typing you will notice that a blue squiggle appears when we use the word "too". This is because Word is letting us know that we used the wrong form of the word "too".

If you take your mouse and right click on the word "too" it will offer to you the correct usage of the word "too" according to your context.

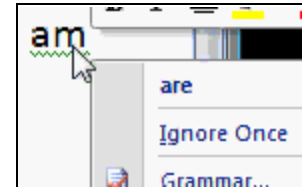


As we continue typing again we noticed that Word has made a correction with a squiggly line, this time it's green. This line denotes that a grammatical error has occurred when we used the word "Am".

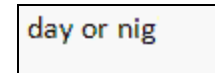


My partner and I am

The same way we did with the other squiggles, we're going to right click and see what Word offers us as the correction to our grammatical error.

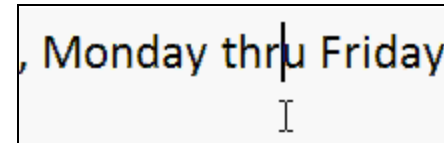


If you would like to delete a bit of text simply click on the end of the word or error that you would like to delete and click the **Backspace** key. This will get rid of the text that is to the left of the Insertion Point.



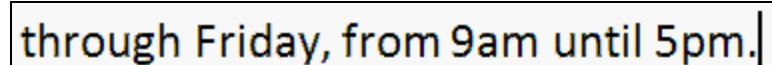
day or nig

If you want to edit inside a word and you don't want to delete the rest of the sentence simply click in between where you would like to edit the text, in our case in between the R and the U in "Thru", and hit the **Delete** key to delete the text that is to the right of the Insertion Point.



, Monday thru Friday,

To get to the end of a sentence without using your mouse, all you need to do is click the **End** key on the right side of your keyboard. This will bring you to the end of your text.



through Friday, from 9am until 5pm.

Lesson 6. Editing Text, Part 1

- Splitting Large Paragraphs
- Show Hide Paragraph Symbol
- Hard Return
- Make Two Paragraphs into One

To split one large paragraph into two simply take your mouse, click where you would like the new paragraph to start, and hit the Enter key. This will take your former text and move it to a new line.

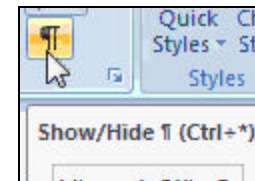
Once your text is on a new line, simply click tab and your paragraph will indent again.

Find the button on the top Ribbon under the Paragraph group that says **Show Hidden Paragraph and other Hidden Marks**, and click on it.

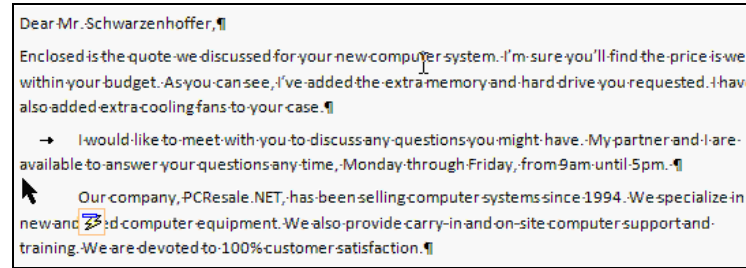
Dear Mr. Schwarzenhoffer, ¶
 Enclosed is the quote we discussed for your new computer system within your budget. As you can see, I've added the equipment you also added extra cooling fans to your case. ¶

ons you might have. My partner and I are
 ugh Friday, from 9am until 5pm. Our
 is since 1994. We specialize in new and used
 computer support and training. We are

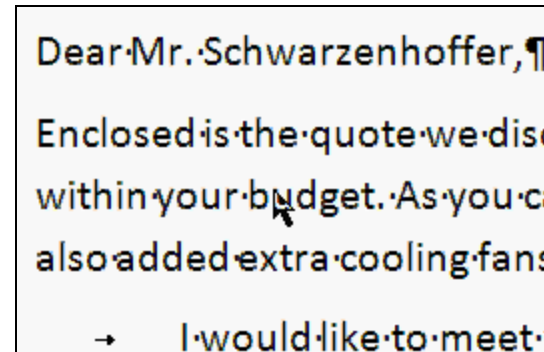
available to answer
 Our computer
 new and used computer
 training. We are



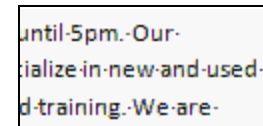
This will make the paragraph marks and even the tab marks visible on your document.



On a closer look we can see that there are paragraph symbols, tab symbols, and even our spaces are signified as small dots in between our text. And no these paragraph symbols will not print on your original document.



If you decide that you want to make these two paragraphs into one again simply delete the paragraph symbol. All you need to do to make our paragraph one is to click on where the paragraph symbol is and press the **delete** button.



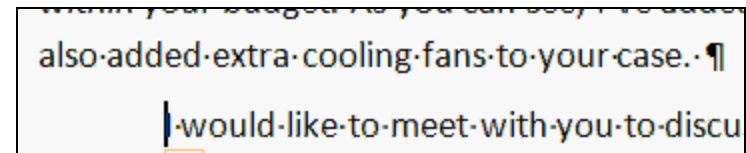
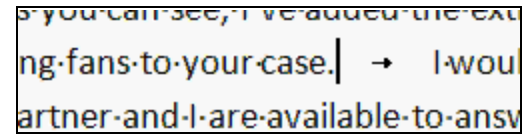
Notice how in our document there is a symbol for a tab on the first paragraph but there is none on the second? This is because Microsoft Word changed our second tab into an indent for us.



These non printable characters are very important sometimes in your text, especially when you are editing. For instance, if we delete the paragraph in our first one to make our first and second paragraphs one, we still retain that tab button, whereas in our previous paragraph it automatically made the paragraph one. To get rid of the tab just press delete again.

To make them two paragraphs again press enter, and notice how Word autocorrected our paragraphs so we did not need to use the tab for the paragraph to indent.

If you do not like this feature all you need to do to turn it off is click on the previous button again.



Lesson 7. Editing Text, Part 2

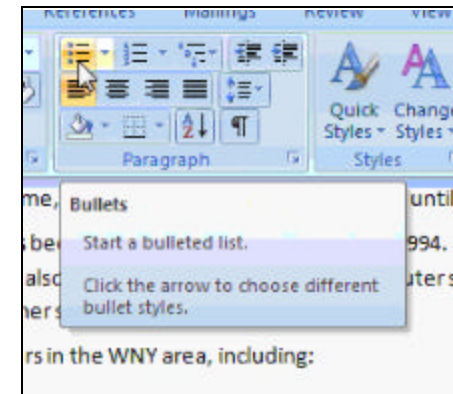
- Creating a Bulleted List
- Adding Word to Custom Spelling Dictionary
- Letter Closing

To create a bulleted list all you need to do is find the button under the Paragraph Group in the top Ribbon, and click it.

This will put a little circle on your document which is called a **Bullet**.

Now we can enter in our customers, or whatever you are listing. Notice that once you are finished typing in your first customer and you have clicked enter, that a new bullet will automatically start your next line.

- XYZ Corporation
- 123 Company
- LMNOP Wholesale
- Smith Agency



We have m
• |

- XYZ Corporation
- |

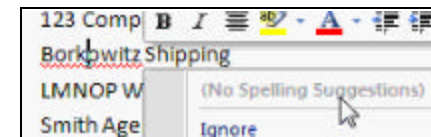
To finish your list simply press enter and Word will remove the bullet.

- XYZ Corporation
- 123 Company
- LMNOP Wholesale
- Smith Agency
-

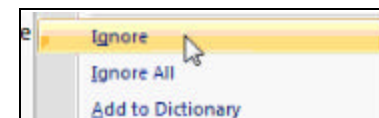
If you remembered that you forgot something on your list, simply click where you would like to add them in and press enter. In our example we clicked at the end of 123 Company, and clicked enter.

- XYZ Corporation
- 123 Company
-
- LMNOP Wholesale
- Smith Agency

When we add in our new company notice that Word does not recognize the name. Right click on the word, and also notice how Word does not have any suggestions as to what you could be spelling.



We have a couple of options here: we can ignore the spelling error like we did last time, we can **ignore all** which means that for the rest of your document Word will not note that that word is spelled wrong, or we can **add to dictionary**. Adding a word to the dictionary will mean that Microsoft Word will automatically know the word that you are typing.



Now we are going to close the letter, leaving an extra space for a signature to be added later.

If you have any other questions or comments, please feel free to give me a call from you.

Cordially,

Richard Rost

Lesson 8. Editing Text, Part 3

- To and From Addresses
- Inserting a Line Break
- Inserting a Horizontal Line
- Ignore v. Ignore All

Since we are forgetting a few things (like our to and from address) we're going to want to make some space at the top of our document. To do this we're going to click before the Dear, and pressing the enter key a few times so we have some more room.

As we are typing this notice how every time we click enter we are getting a paragraph break. This is because Word still thinks we are writing out letter. To change this we are going to need to use a line break.

To get a line break instead of clicking enter, we're going to click shift and enter to get less of a break in between your lines.

To get a horizontal line all you need to do is press the hyphen button and then click enter.

Richard Rost
PCResale.NET
123 Main Street
Buffalo NY 14202

Mr. William Schwarzenhoffer
PO Box 555
Amherst NY 14226

July 1st, 2009

Dear Mr. Schwarzenhoffer,
Enclosed is the quote we discusse

Richard Rost
Amicron Computing

Richard Rost
PCResale.NET
|

As you can see, now we have a horizontal line expanding the width of our document. Microsoft word converts that line of hyphens into a horizontal line for you.

123 Main Street
Buffalo NY 14202

As we write the recipient's name you notice that we spelled his name wrong and Word pointed this out. Even when we delete one of the N's from the name you can still see that Word says that name is wrong. This is because we only clicked **Ignore** for the first time we spelled his name. If we wanted Word to ignore the spelling of that name for the whole document we should have clicked **Ignore All**.

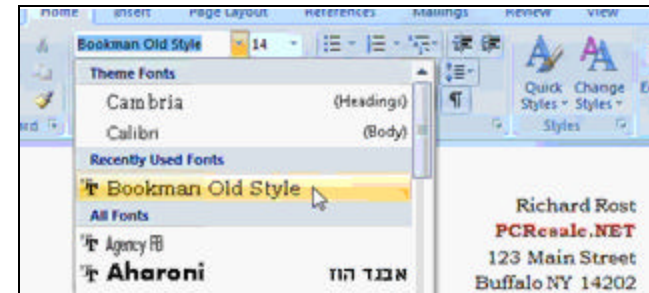
Mr. William Schwarzenhoffer

When we write in our date, you can see that Word automatically fixed our "st" at the end of "1st" with a superscript.

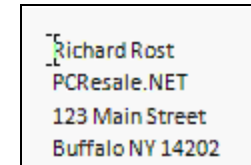
July 1st, 2009

Lesson 9. Formatting Text

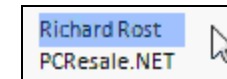
- Selecting Text with Mouse
- Floating Mini Toolbar
- Bold and Italics
- Align Right and Center
- Changing Font and Font size



To make our document look more professional we're going to learn some formatting tools. First we're going to learn how to select text. Let's say we want to select our name. We're going to click right before our name...



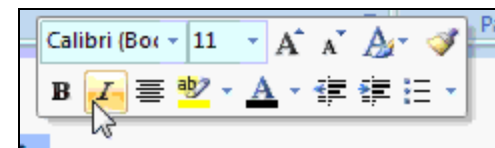
Then we're going to hold the mouse button down and drag it across our name. See how it looks different from the rest of the text? Now release the mouse button and our name will still be selected.



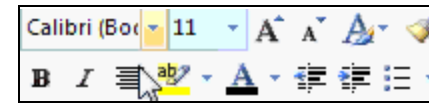
Now what you're going to notice after you've selected an image is the ghostly image of a toolbar.



If you move your mouse over it you notice it will become more opaque. This is called the **Mini Toolbar**.



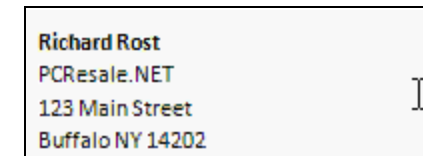
In this box are tools that Microsoft thinks that you are going to use most often after you have selected something. This includes: bolding text, italicizing text, and changing the font, color, and size.



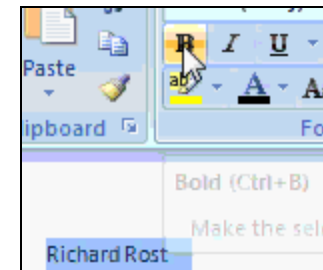
If we want to bold our text and make it stand out we're going to click the B on the left hand side.



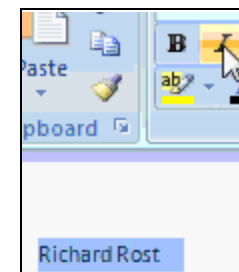
Now you can click off of the toolbar to anywhere in your document to get rid of the toolbar and the selected text.



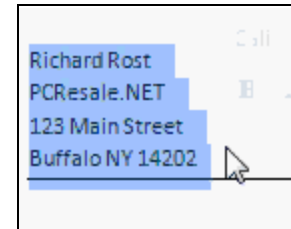
You don't have to use the mini toolbar. If you want to use the Ribbon instead of going to the mini toolbar you can go up to the Ribbon and click on the B and it will bold your selected text. Notice how most of these buttons are either on or off switches. It's either bold, or not bold.



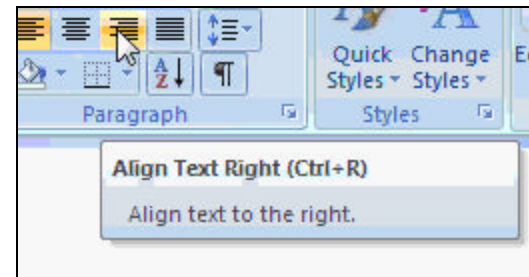
This is the same with Italics. Simply go to the top Ribbon, or the mini toolbar, and select the I button.



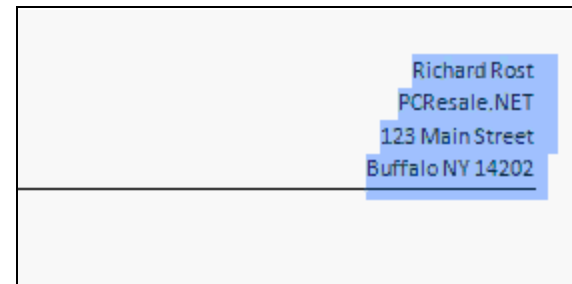
We want to move our return address all the way to the right. To do that we're going to select our entire return address by clicking before our name and dragging down to the end of the text.



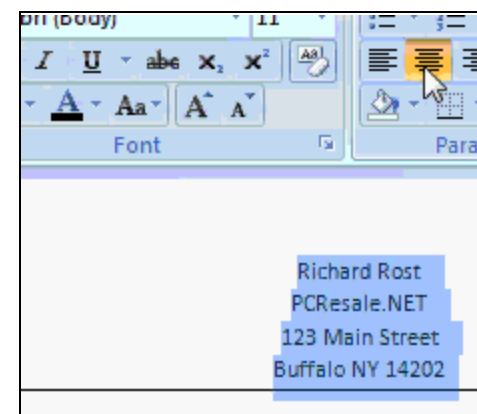
Going up to the Ribbon we're going to the Paragraph grouping, and we're going to select the icon that, when you hover over it, says 'Align Text Right'.



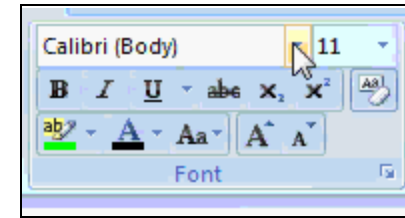
And see now all of our selected text is to the right of the page.



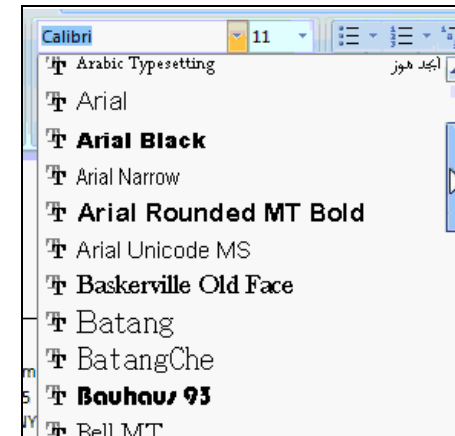
There is also Align Center which is right next to Align Right, which makes your text line up in the middle of your document. But we want ours to be aligned to the right.



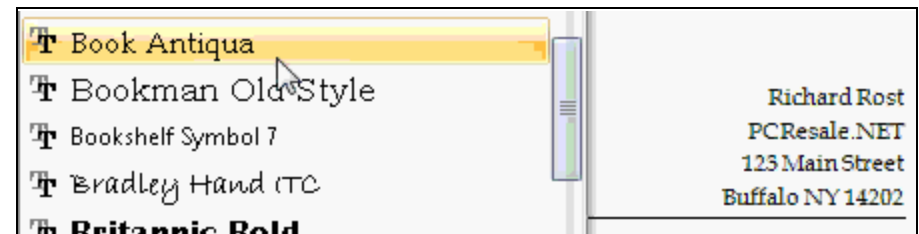
Now we are going to change the font of the text. The font is just the style of the lettering. The default text in Microsoft Word is Calibri. You can see in the Font group on the Ribbon where the word Calibri is. If you click on the arrow right next to the box, you can open up a list of many different font types.



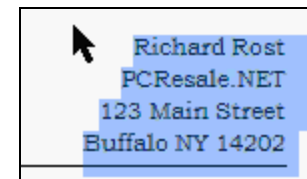
Your fonts might be different from the ones in the tutorial, that's fine. Different fonts come with different versions of Windows and Word.



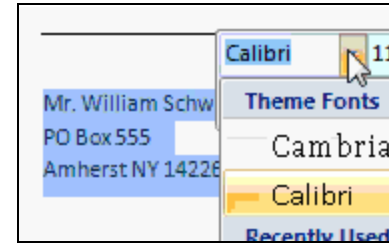
If you hold your mouse pointer over the font type you can see your font changes. This is called a live preview. Word is showing you what your text will look like if you decide to commit to this font.



Once you decide on a font that you want, all you need to do is click on it to apply that font to your text.



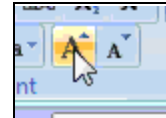
You can also change the font using the mini toolbar.



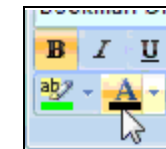
If you think that a text is not large enough you can change the font size by going to the box next to the font, and clicking on the arrow to preview the sizes.



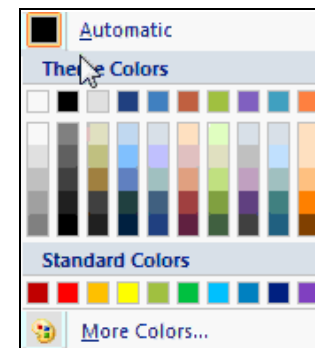
There is also a button to increase and decrease the size in steps. Click on the Grow Font to increase the size and Shrink Font to decrease it.



Say we want our company name to stand out more, we're going to bold the name and then we're going to change the color. We can change the color by going to the A tool with the big black line under it.



That black line means that that is the active color of the text. To change the color we're going to click the arrow next to it and see what other colors we can change it to.



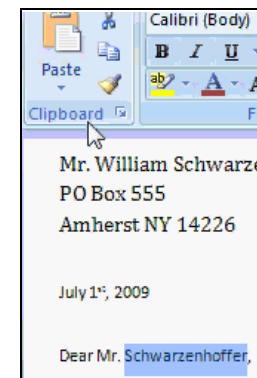
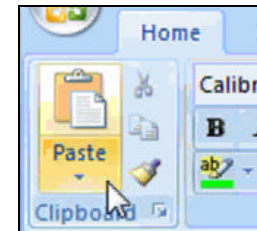
Now, as you can see, our text is now blue.

Richard Rost
PCResale.NET
123 Main Street
Buffalo NY 14202
↓
↓

Lesson 10. Using the Clipboard

- Cut
- Copy
- Paste
- Undo
- Redo

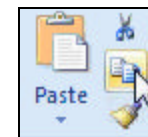
If you do not want to keep retyping a very long word that you often misspell there is an option called **Copy**. Copy allows you to take a bit of text and repeat that text anywhere in your document. To copy a word you're going to select the word and go up to the Clipboard group on the top Ribbon.



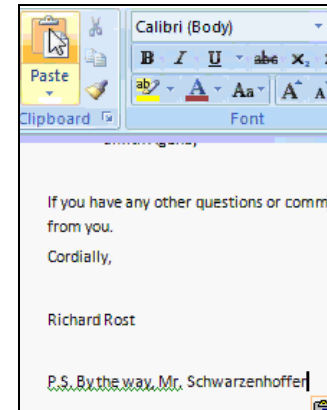
There are a couple of buttons on the Clipboard group you should become familiar with: Cut, Copy, and Paste. There are two parts to the Paint button: the clipboard on the top and the area on the bottom with the arrow. We're not going to worry about the bottom one.



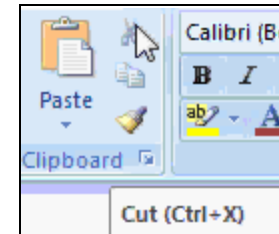
Right now what we're going to do is click on the Copy button. When you click on the copy button nothing appears to happen. But what really happened when you clicked the copy button was the word you selected earlier is saved to your Clipboard.



Now what we can do is scroll down to the bottom of the page, click where you want your text to be inserted and click the Paste Clipboard on the Ribbon NOT on the word paste. And see our word has appeared where our insertion point was.



What is the difference between Cut and Copy? Cut removes the word completely from your text while keeping it on your clipboard. Copy just makes a copy on your clipboard without removing the text.



If you don't want to keep a change you have made to your document, Word has an option called Undo. Undo allows you to go back a step before you did your change without having to manually go through all of the steps again. Undo only goes by actions. So if you cut and pasted something you did not want there, you may have to click Undo a few times to go back before you cut and pasted.



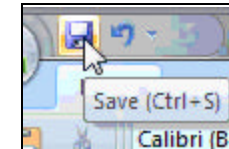
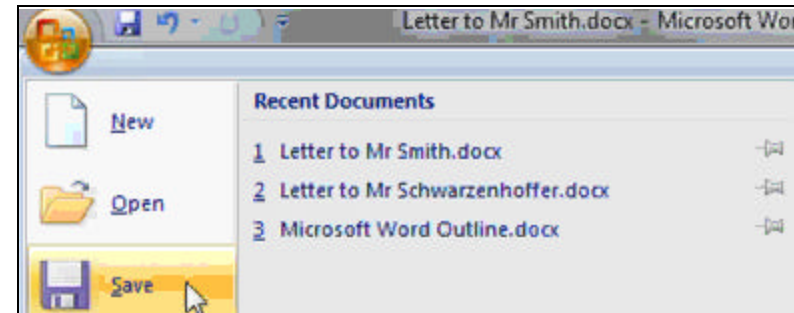
To the right of the Undo button is the Redo button. Say you did not want to undo something but you accidentally went too far. Clicking the Redo button repeats the option that the Undo took away.



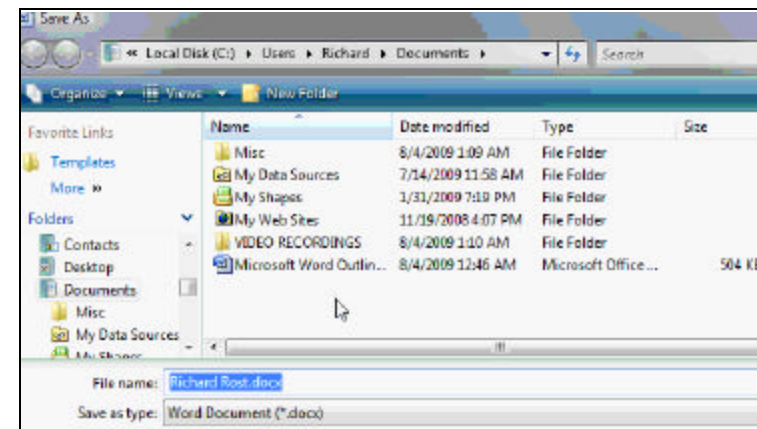
Lesson 11. Saving and Loading

- Saving Documents
- Loading Documents
- Save As a Copy

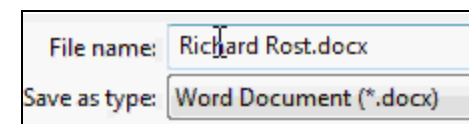
If you want to save your document after you're done working on it you can go up to the quick menu and click on the little floppy disk to save your file.



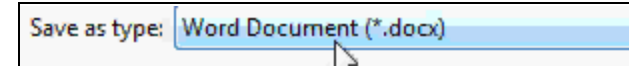
Word will now open up the Save As dialog box. Generally you'll find yourself in your documents folder.



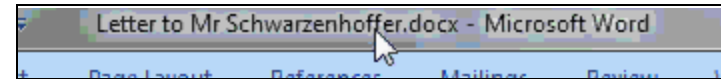
On the bottom there are two boxes, one that says File Name. This will be the name of your document so when you want to come back to this document you will know what it will be called. You can change this document to any name you wish.



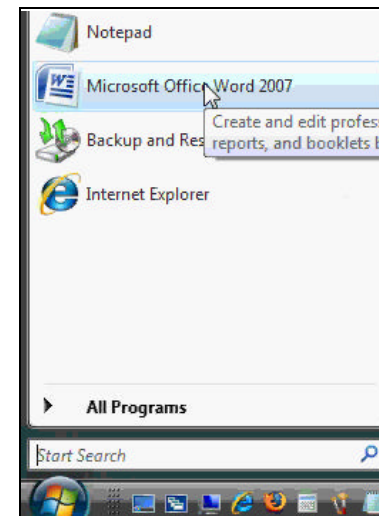
The type of document we don't want to change, because then we might not be able to access our document as a word document. The document type can change depending on what type of document you want to save, but for now we're not going to change it.



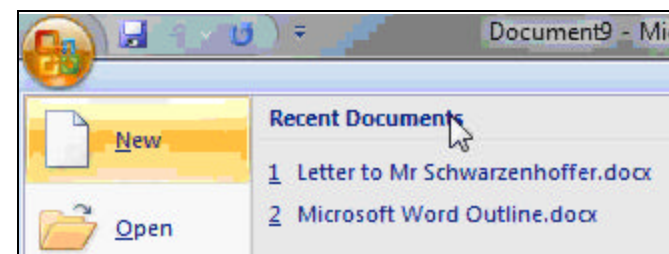
Now we're back in our document, and notice on the top it has the new name that we changed it to instead of Untitled. DOCX basically means that it's a word document.



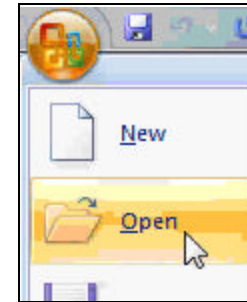
You can close down your document and come back to it at a later date because your document has been saved on your hard drive. If you want to come back into Word you can come in the same way. Notice that since we've used word recently it is now on our start up menu.



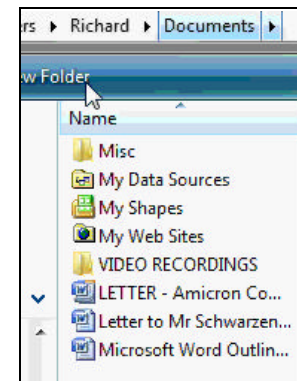
To get back to your document you can go to the Office button and notice on the right hand side there's a panel called Recent Documents. These are documents that you have worked on recently and Word is just making it easier for you to get to them. If you click on the document it will open it right up for you.



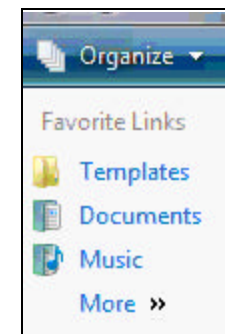
If your document is NOT on the recent documents tab, then you can get to it by clicking on the Open option on the left.



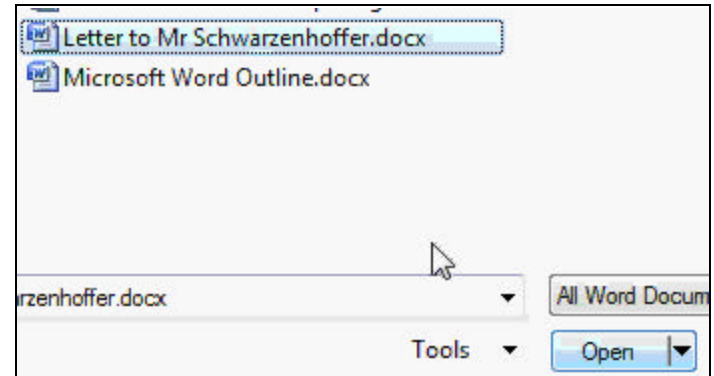
This should take you to your documents folder where you can find your document.



If not you can easily go to the menu on the left hand side and find the folder that says Documents and click on it to get to your Documents folder.



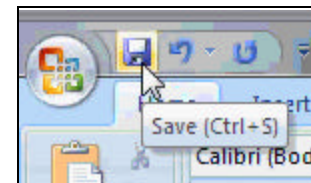
To open any of these files just click on the file then go down to the Open button and click Open. Or you can double click on the file.



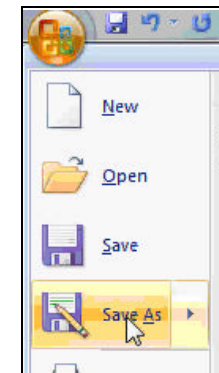
If we want to change some details in this text, like the name of the recipient, all we need to do is highlight the name and then start typing. It will get rid of the previous text and replace it with the new.



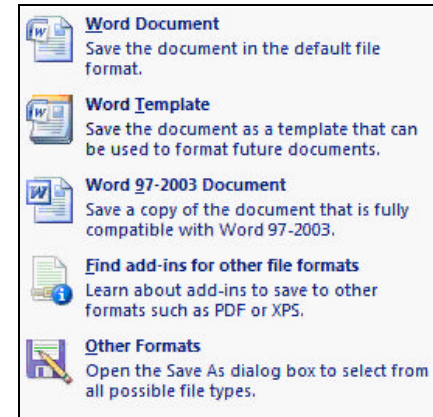
Now we want to save our document. Be careful! If you click on the floppy disk Save on the quick bar this will save OVER your previous document getting rid of your previous text, meaning the previous document.



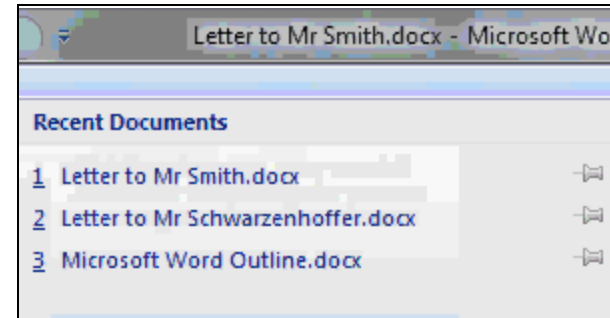
If you want to save a copy of this file with a different file name simply go to the Save As button under the Office button, and you will open up another Save As menu.



Now a side menu will pop up so you can change the format of your document, but we're just going to keep with the Word Document we have now. So just click on the Save As button.

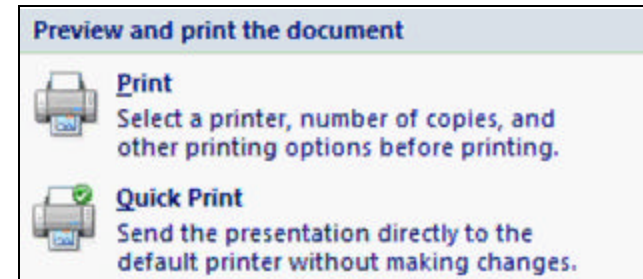


Notice how the name of our document changes on the top bar and if we go to our recent documents we can see both of our letters under there.

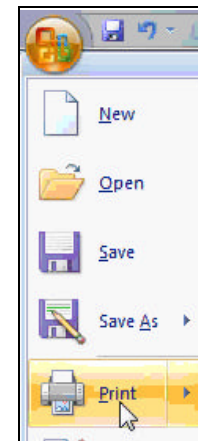


Lesson 12. Printing and Emailing

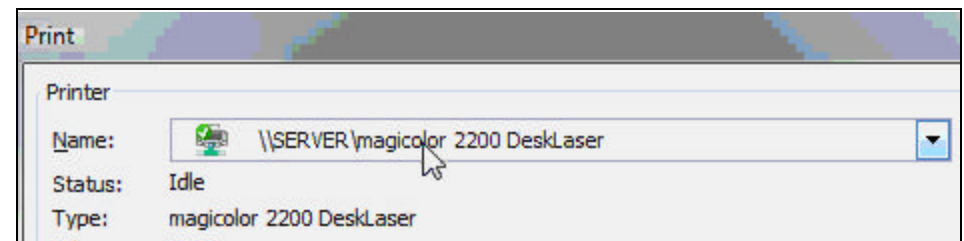
- Print Dialog Box
- Print Options
- Quick Print
- Print Preview
- Send Via Email



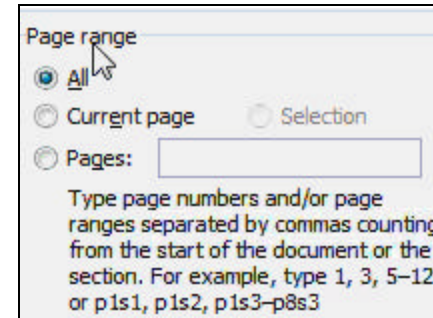
To print a document all you need to do is go to the Office button and scroll down to **Print**.



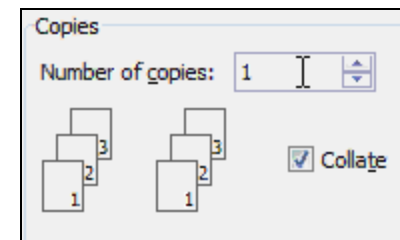
A Print Dialog box will appear, this is where you can change the printer you want to print to and other settings. For now we're just going to change our printer. On the top you can see a box that says the name of the default printer that your computer will print too. You can change this by using the arrow next to the box and finding your printer on the list it gives you.



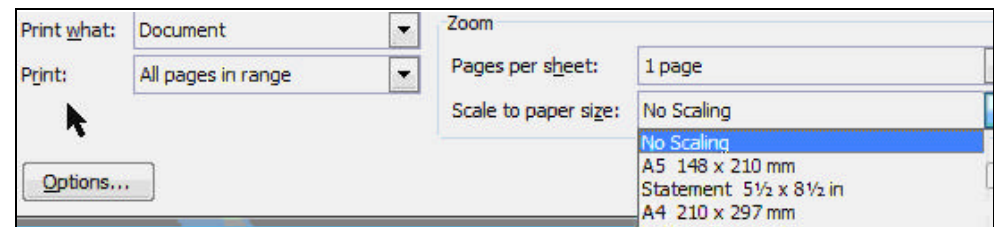
Down on the left you can see **Page Range**, this is an option you can use if you only want to print one or a select few pages out of a large document. If you just want to print everything on your document, simply leave it checked on ALL.



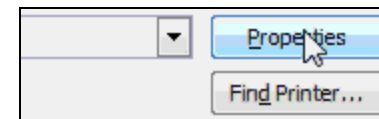
Next you can select how many copies you want. You can also choose if you want it to be collated or not. Collate will tell the printer how to print each one of your multiple copies, check the box if you want your papers to go in order (1,2, then 3) or uncheck the box if you want the printer to print all of the first page, then all of the second page, etc.



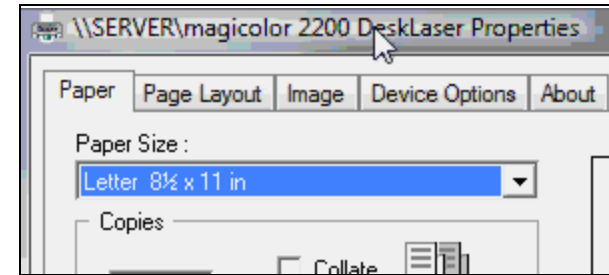
There are also more options on the bottom of the print dialog box: Print What asks you what format you want to print in, Print allows you to change the page ranges, Pages Per Sheet lets you change how much content you want on a single piece of paper and Scale to Paper Size changes the dimensions of the word document to fit on different sized papers.



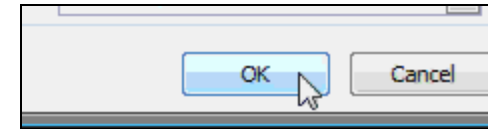
If you click on the Properties button it will open up another dialog window.



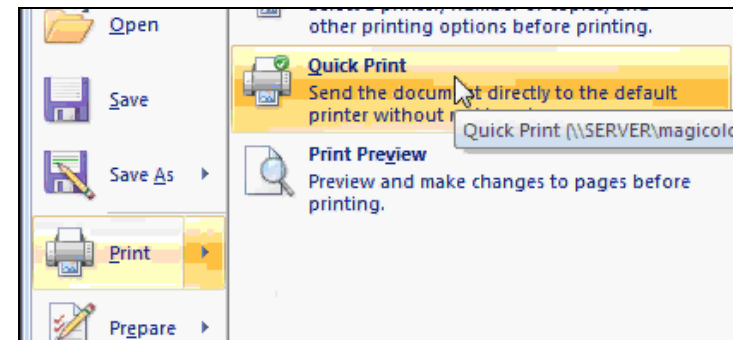
All of these properties are specific to your printer. You may have different tabs and options depending on your printer type.



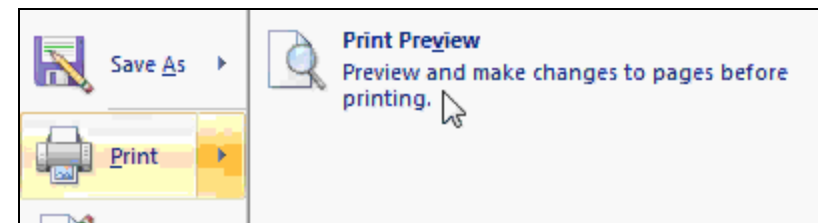
When you're ready to print your document click Okay. If you don't want to print just hit Cancel.



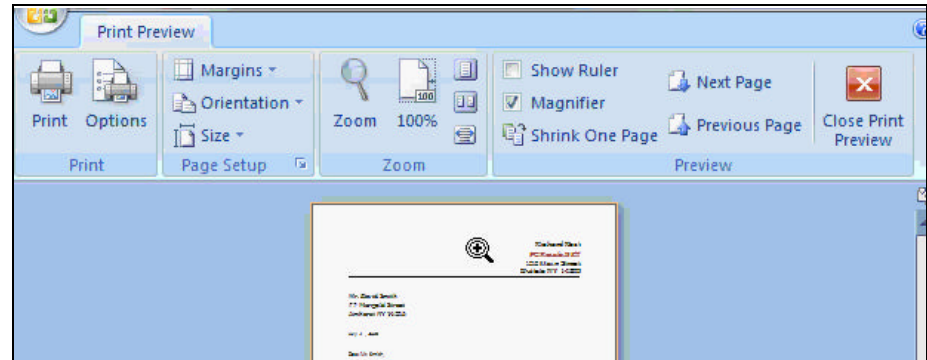
Once you have all your setting in place and you don't want to have to redo the settings every time, simply go to print, do not click on print, then click on Quick Print.



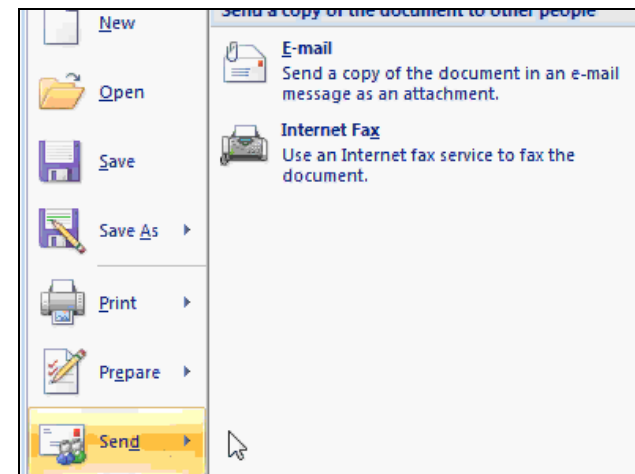
There is also a Print Preview feature that allows you to see what your document will look like on a sheet of paper BEFORE it's printed. This way you can make changes to the layout, text size, and so on before it's printed out. Normally when you're working in Word, you are working in the print preview mode already.



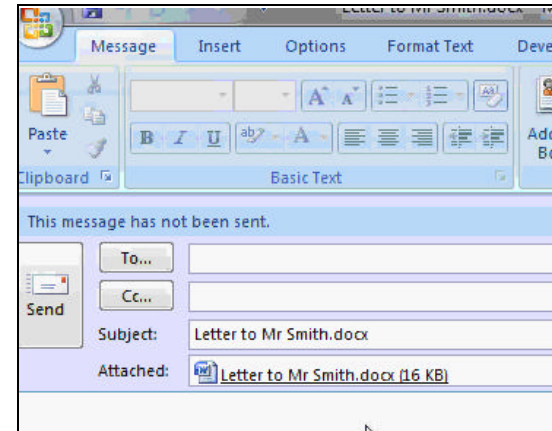
Once you're in Print Preview mode, notice how the Ribbon changes and your document becomes smaller. This is showing you Word's approximate size of your document and where the layout will fall on your page. If you scroll over the small document you can see the cursor changes. This means you can zoom in further into your document. Click once to zoom in and click again to zoom out.



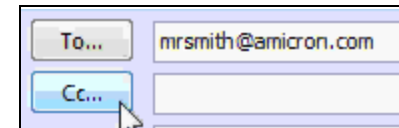
If you want to send your document by email, go to your office button, scroll down to Send, then you can pick from either Email or Internet Fax.



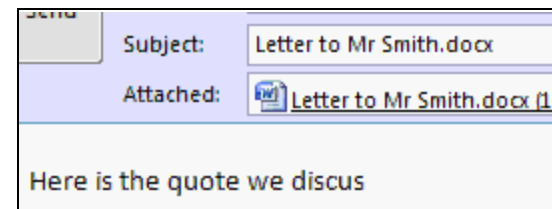
When we pick email a dialog box appears that looks an awful lot like a blank email. This is because on our computer we have Microsoft Outlook (which comes standard with Microsoft Office) and it opened up for us to send out email. It automatically added our document as an attachment. This means that when you open up this email you can instantly get to the document by clicking on it.



We can type in who is receiving the letter under the To box, and we can also send a carbon copy or Cc to another person.



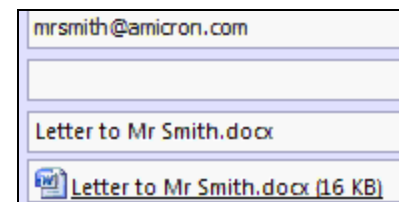
You can also change the subject or title of the email if you would like. Once you are done you can type in a message at the bottom.



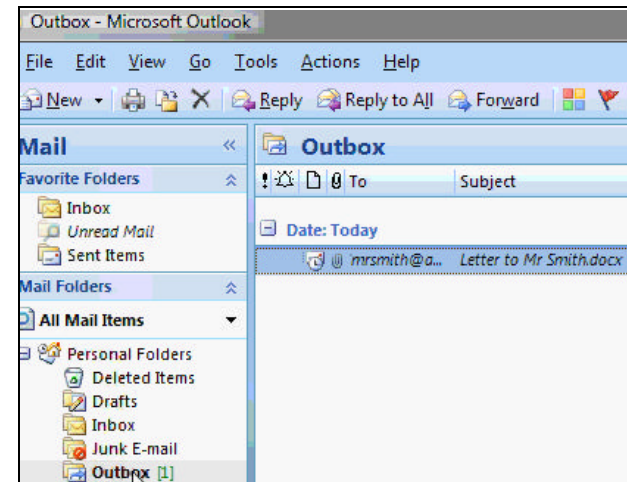
When you're done click Send. If you do not have Outlook on your computer your default emailing system should open up. These generally look about the same.



In order for Mr. Smith to see our letter he has to have Microsoft Word 2007 installed.



If we open up Outlook we can see our email sitting in the out box waiting to be sent. The next time Outlook connects to the internet it will send our letter.



Topics Covered

0. Introduction (8:44)

Topics Covered
Version Used
Pre-Requisites
Who is This Class For?
How to Learn

1. Word Interface 1 (4:07)

Starting Word
Parts of the Word Interface
The Ribbon Changes with Window Size
Title Bar
Maximize, Minimize, Restore Down
Close Button
Office Button

2. Word Interface 2 (4:07)

The Ribbon
Ribbon Tabs, Groups, Buttons
Help Popup Menus for Each Command
Command Buttons
Drop-Down Menus
Command Button Groups
Galleries
Dialog Box Launcher Buttons

3. Word Interface 3 (4:30)

Quick Access Toolbar
Status Bar
Views Buttons
Zoom Controls
Scroll Bars
Document Area
Mouse Pointer
Insertion Point (Cursor)
Moving the Cursor

4. Entering Text 1 (4:28)

Writing a Business Letter
Spell Check on the Fly
Ignore Misspelling
Word Wrap
Correct a Misspelling
Spelling Suggestions
Press ENTER only at end of Paragraph

5. Entering Text 2 (4:48)

Tab Key to Indent Paragraph
Wrong Word Form: to, too, two
Grammar Check on the Fly
Backspace v. Delete Key
Keyboard Shortcut: END Key

6. Editing Text 1 (4:22)

Splitting a Large Paragraph
Show Hide Paragraph Symbols
Hard Return
Making Two Paragraphs into One

7. Editing Text 2 (3:39)

Creating a Bulleted List
Adding Words to Custom Dictionary
Letter Closing

8. Editing Text 3 (4:42)

To & From Addresses at Top of Letter
Insert Blank Lines at Top of Document
Up and Down Arrow Keys
Inserting a Line Break with Shift-Enter
Return Address
Insert a Horizontal Line with -----
Spelling Ignore v. Ignore All

9. Formatting Text (7:39)

Select Text with the Mouse
Floating Mini Toolbar
Bold Text using Mini Toolbar
Bold Text using the Ribbon
Italics
Align Text Right
Center Text
Changing the Font with the Ribbon
Live Preview
Changing the Font using Mini Toolbar
Changing the Font Size
Grow Font and Shrink Font Buttons
Changing the Font Color

10. Using the Clipboard (5:59)

Cut, Copy, and Paste
Copy Text to the Clipboard
Paste Text from the Clipboard
Difference Between Cut and Copy
Undo and Redo

11. Saving & Loading (8:08)

Saving Your Document
Save Button on Quick Access Toolbar
Close Word and Reopen Your Document
Recent Documents List
Open Button
Favorite Links - Documents
Select and Type Over Text
Save As a Copy

12. Printing & Emailing (7:52)

Office > Print
Print Dialog Box
Selecting Your Printer
Page Range: All, Current Page, 1-10
Number of Copies
Quick Print
Print Preview
Send Document via Email

13. Review (3:12)

Review Topics
What's Next?

