

Word 2007

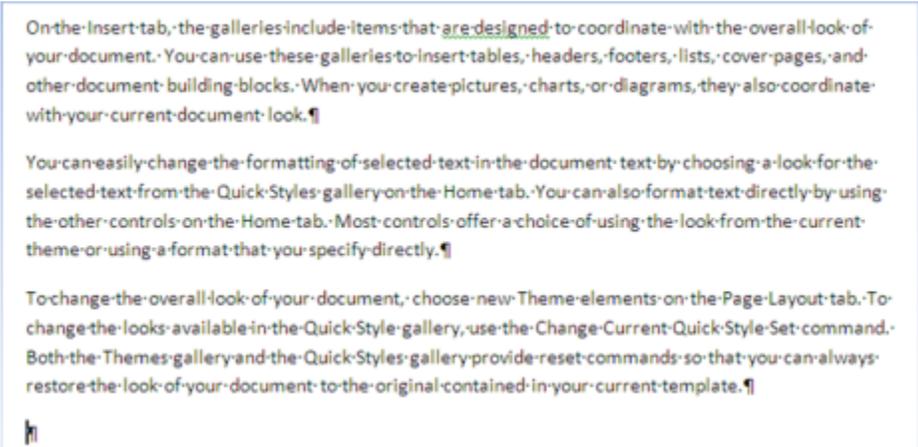
By Dick Evans

Word 2007 makes it easy to create polished documents. Novice users will be generating professional documents with little training. New building block features allow adding frequently used content, such as cover pages, quotes, headers, and more. There is a new set of tools to create high-impact graphics within Word.

Random Text

`=rand()`

It is useful to be able to generate random text for testing and training purposes. Word has always had this little known feature. In older versions, it was necessary to enter two parameters between the quotes--# of paragraphs, # of sentences in each paragraph or `=rand(p,s)`. In 2007 leaving them out defaults to 3 paragraphs of 1 sentence each, and they are real sentences—not the Quick brown fox... from previous versions.



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

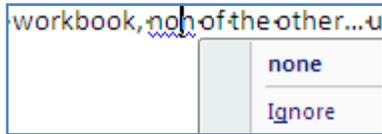
You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Spelling and more

Red, green, and blue—we all know about the underlines that appear with spelling or grammatical errors. I call them red and green squiggly's. To pull up the suggestions in 2007, left-click the underlined word, then right-click to see the list.

Office2007 adds a blue squiggly! When a valid word is used incorrectly, the word is flagged for correction. For example: "If you close a workbook, non of the other..." uses non instead of none.

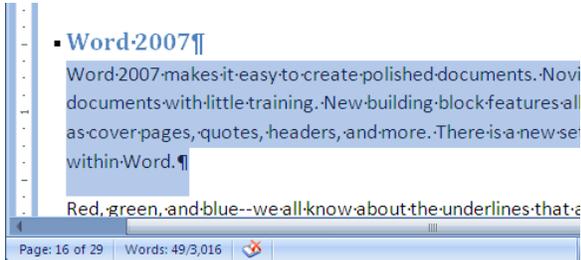


Right-click and it suggests the correct word!

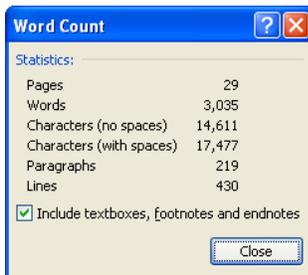
Status bar



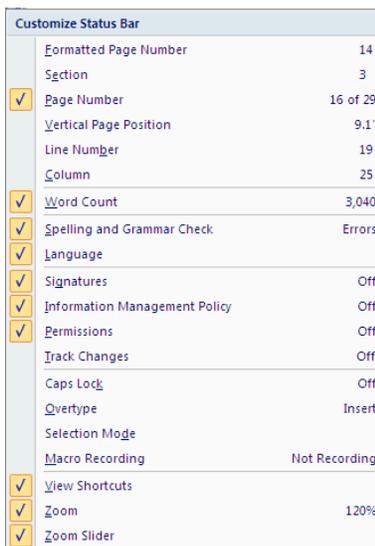
Page Number show the current page and the number of pages in the document



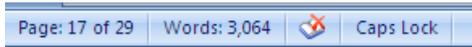
Word Count is on by default. It shows the number of selected words and the total number of words in the document



Click to see the details



Right-Click on the status bar to open the Customize Status Bar window. Click Caps Lock to see a new option appear on the tool bar.

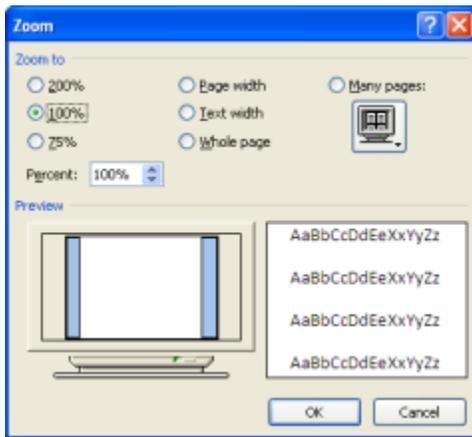


Pressing Caps Lock turns the message on in the status bar. Press again to turn it off.

Zoom controls



To the right of the status bar, locate the % and click it.



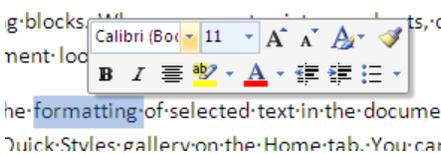
Choose between the available sizes, use the scroll buttons for an exact size, or change the percentage manually (% not necessary) and press Enter. Entered decimals are rounded to the nearest whole number.



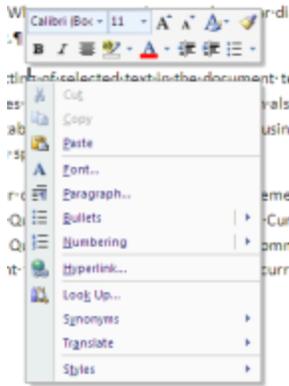
Or just move the slider back and forth to obtain the desired viewing size. Press – to make it smaller or + to make it larger. This will zoom down to 10% and up to 500% in increments of 10.

And you can use the scroll button on the mouse. Hold down the Ctrl key and scroll the wheel forward to increase the % and back to decrease it.

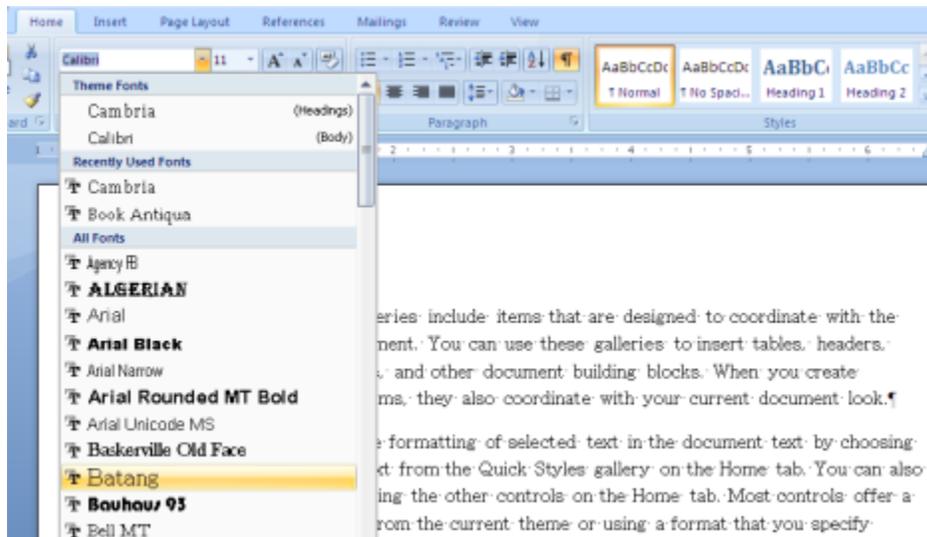
Mini Toolbar



Hover the mouse over selected text and a mini-toolbar appears.



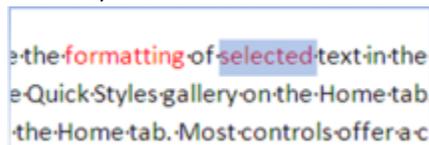
Right-Clicking anywhere in the body brings up the same mini-toolbar as well as the usual menu.



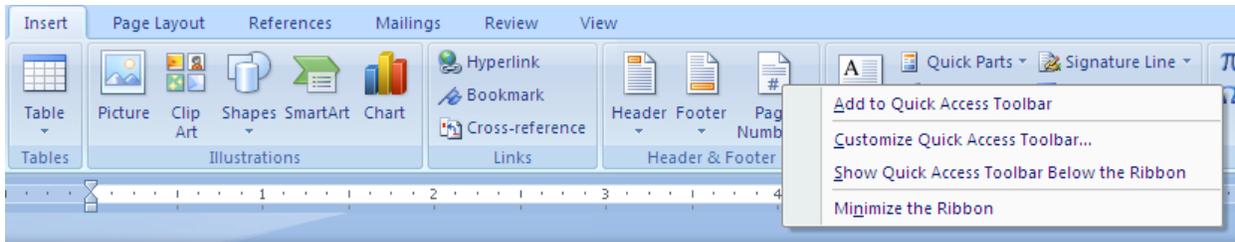
With the Home tab selected, select text, then pull down the font list and scroll through it to see the selected body text dynamically change (text effects)



The undo button doubles as a repeat button when you have performed an action. If the last action was an undo, then the button acts as an undo.



Select a word and change its color to red. Select another word and click the repeat button. It will continue to repeat the last action until another action occurs.

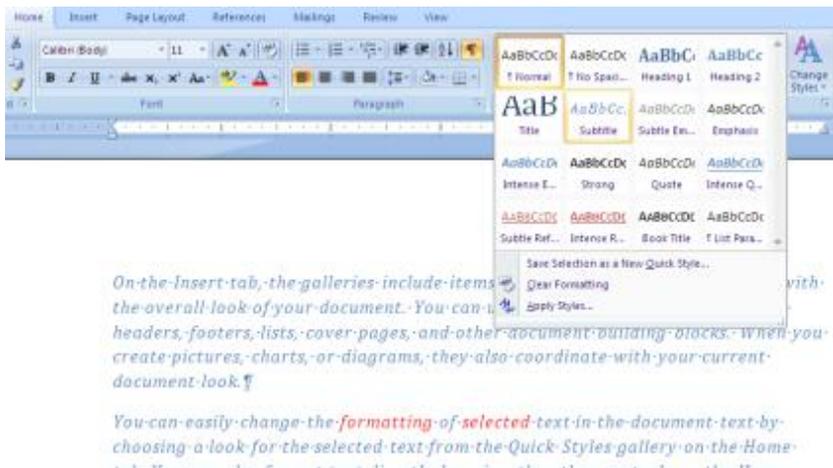


Recall that commands can be added to the Quick Access Toolbar by right-clicking in the Ribbon. On the Insert tab, right-click page Number, then Add to Quick Access Toolbar.



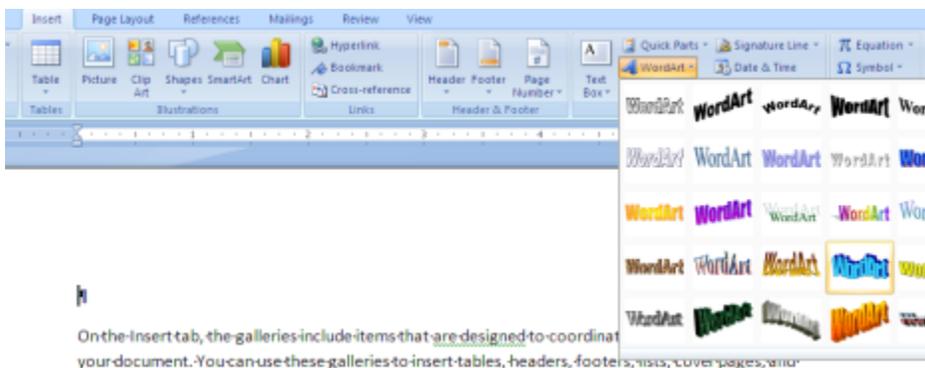
The command is added

Using the Word Galleries (Live Preview)

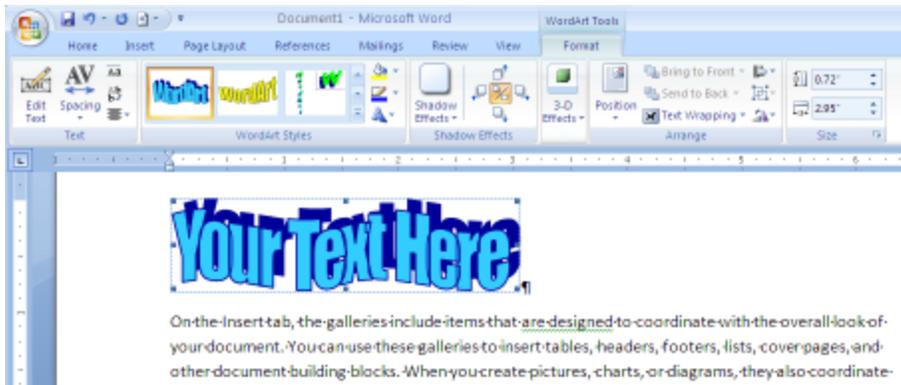


Select the text, then mouse over the various selections in the Styles gallery to see the results as the mouse is moved over each selection.

Word Art

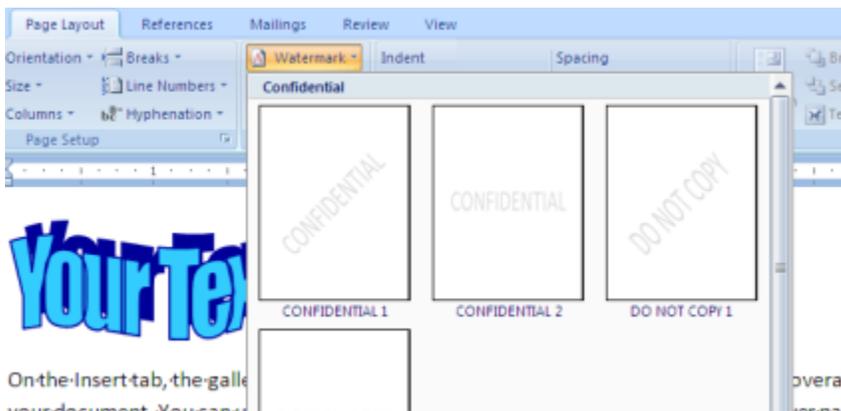


Select a WordArt style and enter the text



The WordArt appears with a contextual tab on the Ribbon bar – the Format tab. From this tab the art can be changed using a variety of tools.

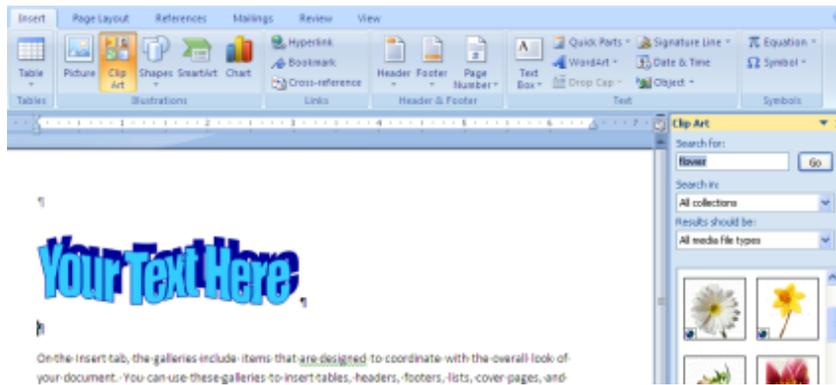
Insert a Watermark



On the Page Layout tab, use the watermark command to add backgrounds to the document pages from a premade selection or create one.



Insert Clip Art



From the Insert tab, choose Clip Art. The Clip Art task pane appears. Search for a flower and insert it.

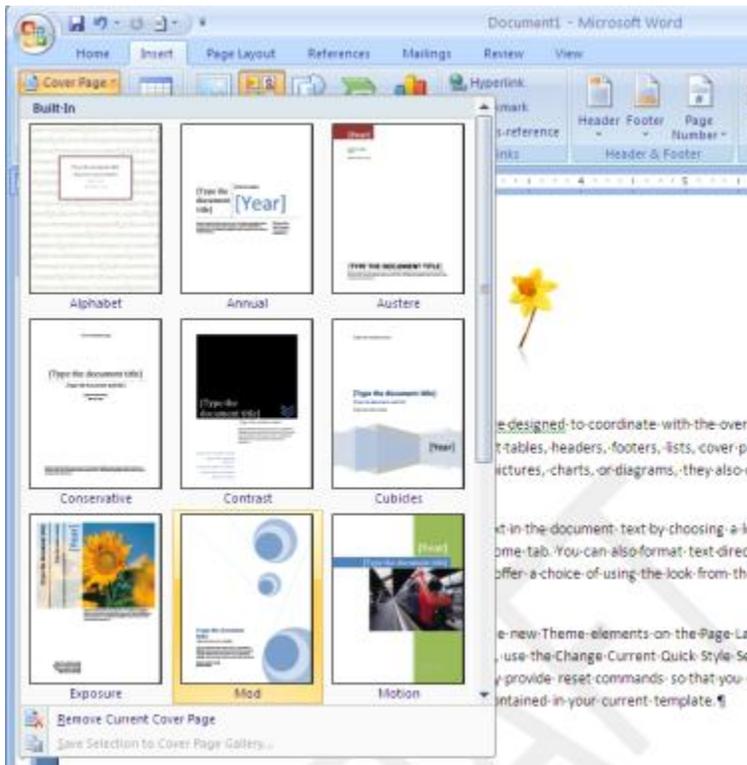


The Format contextual tab opens allowing numerous picture editing commands such as:

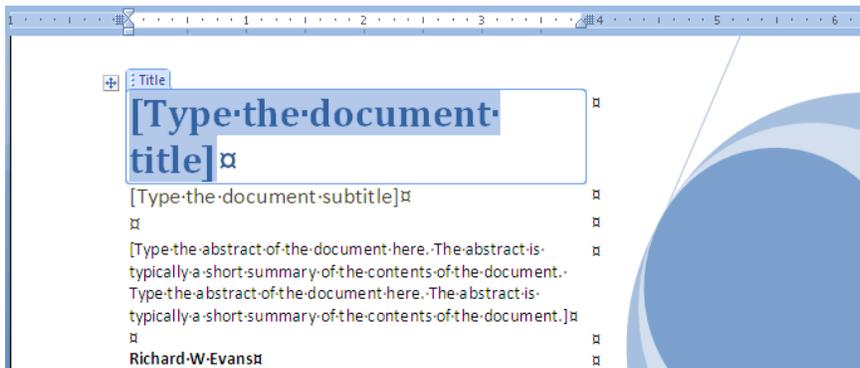
- Picture Border – change the width
- Picture Effects
- Position
- Brightness
- Contrast
- Recolor

Always use the Compress Pictures command to reduce the size of your document. I use the Web size for maximum compression without losing picture quality.

Building Blocks (Quick Parts)



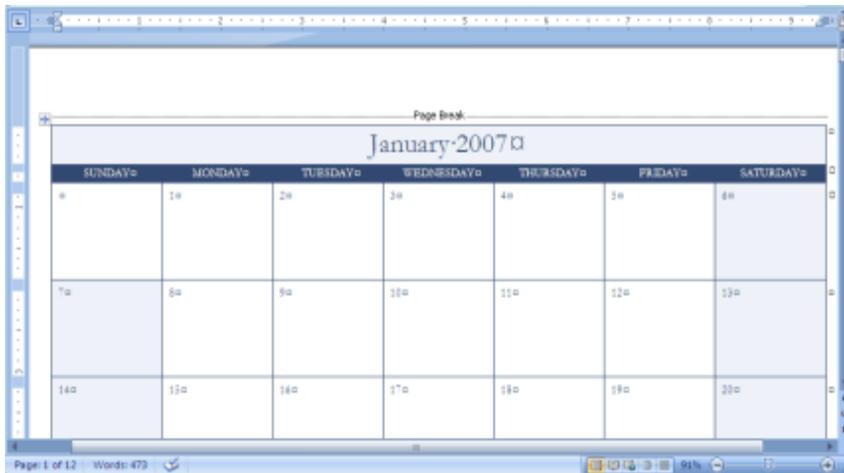
On the Insert tab, choose cover page – Mod style



Type a title, then insert a header – Mod (Even Page) style



Open a new document based on of the installed templates



Office > New > Calendars > Office 2007...

MS Office Button



Office > Prepare to look at document Properties and other commands. The Compatibility Checker describes what will be lost if you save this document in an older format.

The Word Options button brings up a menu to modify the default options in Word