The Courseware Shop

Microsoft Word 2007 Introduction

One Day Course

MICROSOFT WORD 2007 INTRODUCTION

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Foreword

This course was written for trainees wishing to learn to use Microsoft Word. It is written for using Microsoft Word in the Office 2007 suite of applications. However, it does not include a 'New Features' section exclusively about new features in Microsoft Word within Office 2007. It is very easy to see a complete list of the new features in Office v2007 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application's help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee Word in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, 'version functionality' is purposely avoided.

MODULE 1: MODULE 1

Objectives:

At the completion of this lesson you will be able to:

- Start Documents.

- Build and Edit Documents

- Finish Documents.

Topics

STARTING DOCUMENTS

This course assumes that your work or training environment uses a computer system running Microsoft Windows. There are many versions of Windows but they all look similar. It is the most common computer desktop interface. However, many work-related workstations and systems operate with a combination of windows (for general applications, such as Excel) and bespoke or specific company systems and applications. Consequently, you may need to switch from a bespoke environment to Windows. Your instructor or IT / IS Manager will advise you on this.

Before you can begin using the many features of Microsoft Word 2007, you need to know several basic skills and concepts. Identifying word processing functions and Word screen components, creating and opening a document, and moving around within a document are the foundations you will build on in this course.

DEFINING WORD PROCESSING

Word is a *word processing program*. Like a typewriter, a word processing program is used to create *documents* such as letters, memos, or reports. As you type on your computer keyboard, text is displayed on your screen and is stored in your computer's *memory*, which is its temporary electronic storage area.

Unlike a typewriter, a word processor enables you to make changes to a document easily, without unnecessary retyping. For example, you can insert and delete words, move paragraphs, and correct spelling errors. As your document develops, you can save the changes you have made on a disk or on another storage medium. When the document is complete, you can save and print it.

Any formatting that can be done on a typewriter, such as setting margins and line spacing or changing tabs, can be duplicated in a word processing program. Word processing programs use many of the same or comparable keystrokes as a typewriter, such as pressing ENTER (Return on a typewriter) to move to a new line, pressing TAB to move to the next tab setting, and pressing CAPS LOCK (Shift Lock on a typewriter) to type exclusively in capital letters.

Word processing provides many additional functions to make document creation much easier than on a typewriter. One of these features is *word-wrap*, which moves the entire last word of a line down to the next line if it extends beyond the right margin. Word processors also provide automatic reformatting if you change a document's margins or tabs after text has been entered. Additionally, most word processors provide tools to correct spelling and grammar errors.

STARTING WORD

To begin working in Word, start the program from within the Windows environment or 'workspace'. You can usually start Word by choosing Microsoft Word from the Start menu's Programs submenu.

METHOD

To start Word:

1. On the Windows taskbar, choose Start.
2. From the Programs submenu, choose Microsoft Word.

Note: There are other ways to start Word from Windows. If necessary, follow your instructor's directions to start the program.

EXERCISE

In the following exercise, you will start Word.

1.	On the Windows taskbar, choose Start	*The Start menu appears.*
2.	From the Programs submenu, choose Microsoft Word	*Word starts.*

IDENTIFYING COMPONENTS OF THE WORD SCREEN

When you start working in Word, your monitor displays what appears to be a blank piece of paper on your screen with a blinking black bar on the left. This screen, the *document window,* is where you enter and manage your document text. Different command interfaces and informational display areas, illustrated in Figure 1-1, surround the document window. Each of these items allows you to receive information about, or apply features to, your document.

Title Bar

Ribbon

Office button

Tab GROUPs

Ruler

Scroll Bar

Select Browse Object Button

Status Bar
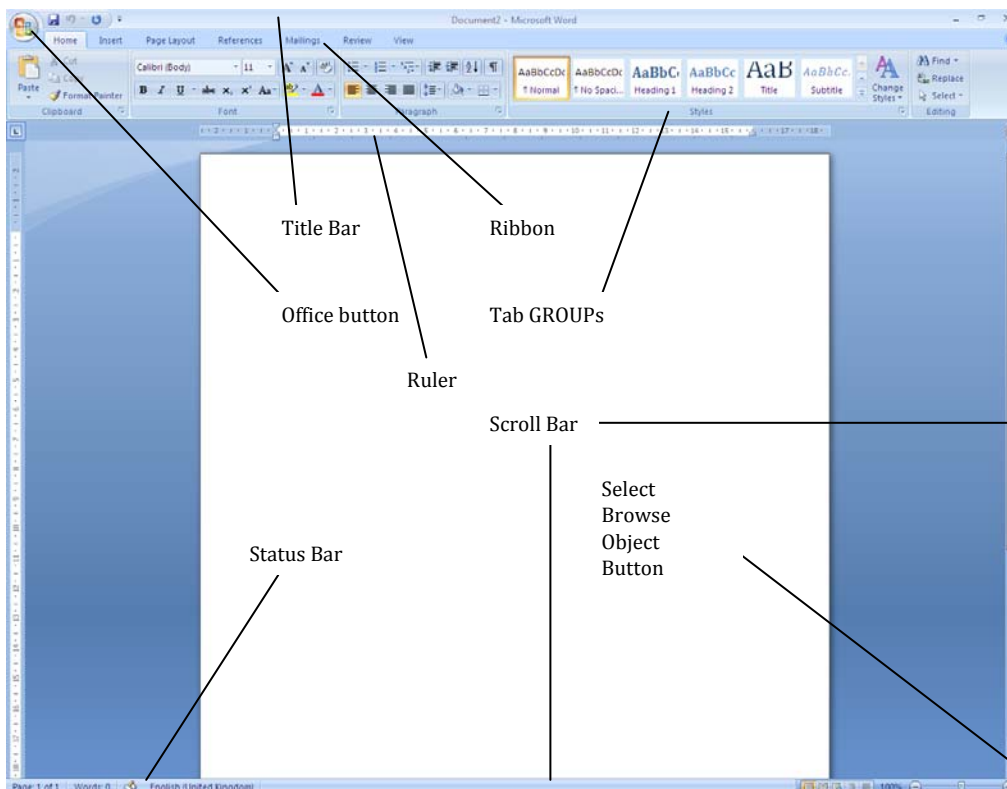
Figure 1-1: *The Document Window*

Microsoft Word is used to manage, organize, and create things with words. That's the essence of word processing. What you see on the screen, on Word's *interface*, is designed to make writing an easy and effortless task. The largest portion of the Word screen is for composing text. It's blank and white, just like a fresh sheet of paper. That's where you compose and format your text.

Surrounding the text-composing area is a bewildering host of goobers. Despite their overwhelming appearance, the things that cling to the Word program window are there to help you write. The following list offers a quick top-to-bottom explanation of the tabs, toolbars, buttons, and other gizmos you see on the screen. Use Figure 1 for reference.

- **The title bar** lists the document's title or merely Document1 until you give the document a title by saving it to disk.

- **The Office button replaces the traditional File menu of most Windows programs.** Clicking the Office Button displays the Office Button menu, a list of commands that deal with files and documents. It's the big round button at the top left of the screen, with four colourful squares in it.

- **Tabs** organize Word's various and sundry commands into groups based on word-processing activities. Tabs appear and disappear depending on what you're doing in Word.

- **Groups and command buttons** help keep commands for the various tabs organized. Each group contains command buttons that do specific things to your text.

- **The Ruler** may or may not be visible. When the Ruler is visible, it helps you set margins and tabs. The View Ruler button (refer to Figure 1) shows and hides the Ruler.

Below the writing area dwells the status bar. This informative strip of graphical goodness contains trivial information about your document, as well as the following ornaments:

- **Document information** lists optional data specific to your document.

- **The View buttons** specify how the blank page appears in the window.

- **The Zoom slider** sets how large or small your document appears inside the window.

Don't worry about all these things now. The most important components are shown in Figure 1-1. What's important now is that you recognise the names of things so that you don't get lost later.

- The tabs, groups, and command buttons change as you take on various activities in Word. Although this may seem disruptive, it's quite handy.

- You can hide the Ribbon if you would rather have more room to write: Right-click anywhere on the Ribbon and choose the Minimize Ribbon command from the pop-up menu. To restore the Ribbon, right-click any tab and choose the Minimize Ribbon command again.

- Another part of the window, not shown in Figure 1, is the *task pane*. It shows up when it's needed, to offer more choices, options, or information.

- The Windows taskbar, located at the bottom of the screen, is a part of Windows itself and not Word. However, as you open documents in Word, buttons representing those documents appear on the Windows taskbar.

- Unlike in previous versions of Word, the tabs, groups, and command buttons *cannot* be customized, moved, or resized. You can customize the Quick Access toolbar, but that's about it.

THE WORD 2007 RIBBON
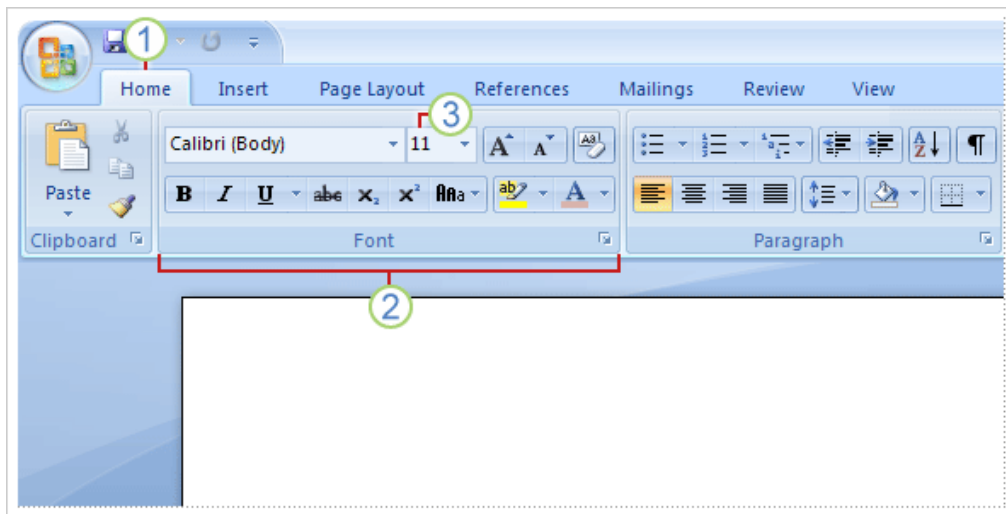
The three parts of the Ribbon are tabs, groups, and commands.

There are three basic components to the Ribbon. It's good to know what each one is called so that you understand how to use it.

- **Tabs**. There are seven basic ones across the top. Each represents an activity area.

- **Groups**. Each tab has several groups that show related items together.

- **Commands**. A command is a button, a box to enter information, or a menu.

Everything on a tab has been carefully selected according to user activities. For example, the Home tab contains all the things you use most often, such as the commands in the Font group for changing text font: **Font, Font Size, Bold, Italic**, and so on.

CREATING AND OPENING DOCUMENTS

Word lets you begin working in documents in two ways: by typing into a new, blank document, or by *opening* an existing document. New and Open commands are reached, using the mouse method of navigating, by clicking the Office button first.

When you open a document, Word places a document that was previously *saved* to disk in a document window. If another document is already open when you start or open a document, Word opens an additional document window and places the newly opened document on top of the previous one. The document on top becomes the current document. Using the Windows navigation status bar, at the foot of the screen, you can switch between open Word documents (open windows) just like you switch between different programs.

Figure 1-2: *The Office Button*

NAVIGATING OPEN DOCUMENTS ON THE STATUS BAR

For each document open, although they are overlaid so only one is visible, there is an icon on the status Bar. If you click the different icons on the status bar you can quickly switch between open documents.

To open a document, you first need to access the Open dialog box, illustrated in Figure 1-3. This dialog box enables you to specify the *filename*, as well as the name of the *folder*, or organizational location on your disk, in which the file is saved.
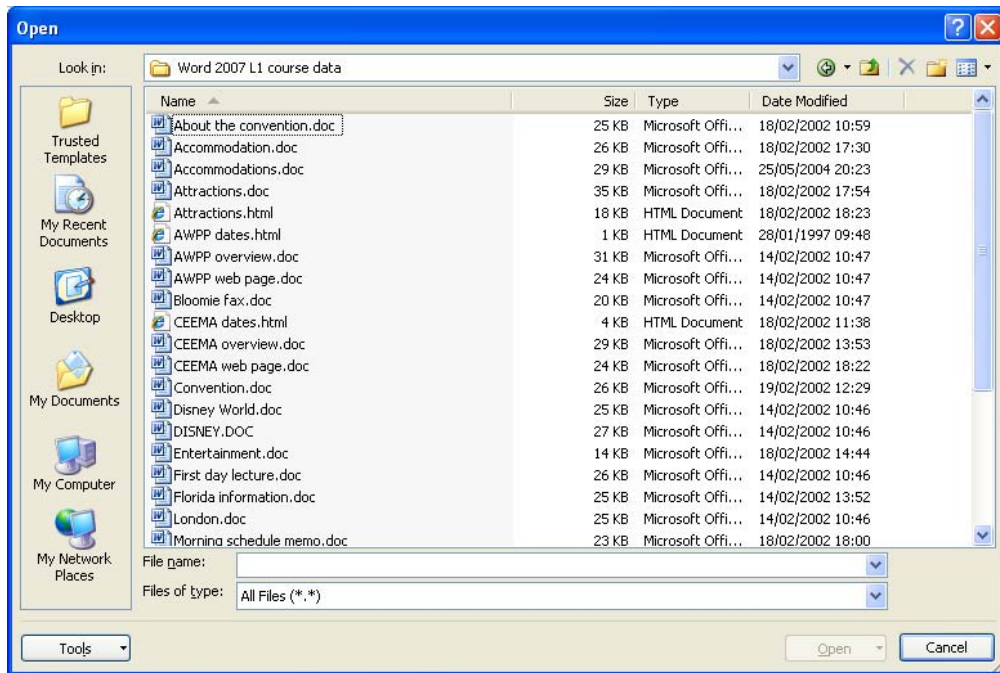
Figure 1-3: *The Open Dialog box in Windows XP, running Word 2007*
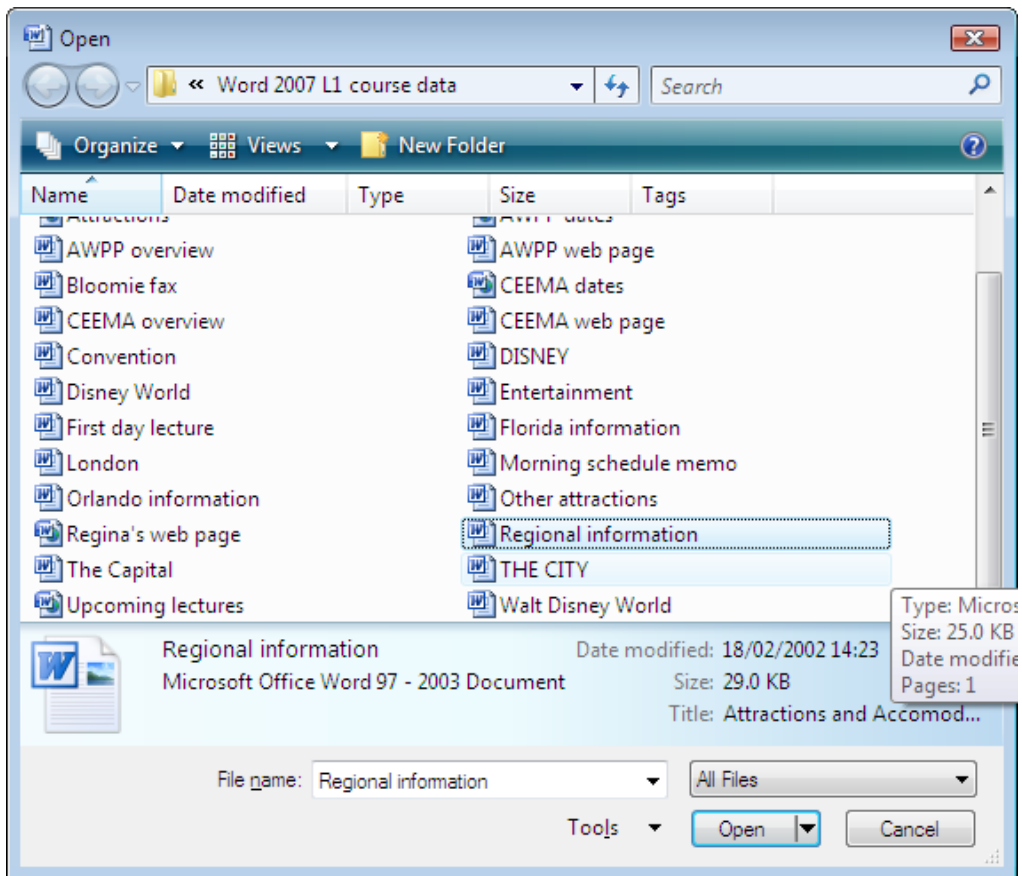
Figure 1-4: *(For comparison) The Open Dialog box in Windows VISTA, running Word 2007*

METHOD

To create a new document:

1. Click the OFFICE button (see Figure 1-2) and then click the New button.
2. This opens the New Document dialog box.

To open an existing document:

1. Click the OFFICE button (see Figure 1-2) and then click the Open button.
2. In the Open dialog box, in the Look in drop-down list box, make sure the desired folder is displayed.
3. In the Files of type drop-down list, make sure Word Documents is selected.
4. From the filename list box, select the desired file.
5. Choose Open.

To switch between open documents:

1. Use the status bar to select open documents' individual icons.

EXERCISE

In the following exercise, you will create and open documents.

1. Click the OFFICE button and then click the New button.	*A new document window opens, and a blank document is displayed.* **Document2** *appears in the title bar.*
2. Click the OFFICE button and then click the Open button.	*The Open dialog box appears.*

3.	In the Open dialog box, in the Look in drop-down list box, make sure the **Data** folder is displayed	*A list of the filenames in the **Data** folder appears in the filename list box.*
4.	In the Files of type drop-down list, make sure Word Documents is selected	*Filenames of Word documents are displayed in the filename list box.*
5.	From the filename list box, scroll down and select **Regional Information**	
6.	Choose Open	*The document opens, and the filename **Regional Information** appears in the title bar.*
7.	On the Windows status bar click to choose (view) **Document2**	*The document window containing **Document2** is displayed.*
8.	On the Windows status bar click to choose (view) **Regional Information**	*The document window containing **Regional Information** is displayed.*

MOVING THE INSERTION/CURSOR POINT

The text you type appears wherever the *insertion/cursor point* is positioned in the current document. Moving the insertion point around the screen is a critical part of creating and editing documents. To move the insertion point around the screen, you can use either the keyboard or the mouse. Table 1-1 lists ways to move the insertion point by using keystrokes.

To use the mouse to move the insertion point, first position the desired section of text in the document window by using the scroll bars. Then, position the mouse pointer in the desired location and click the left mouse button. If you are using a Microsoft IntelliMouse, you can display and move the insertion point to a different part of the document by using the wheel button.

Do not use the **ENTER** key to move the insertion point unless you want to add *hard returns*, or blank lines, to your document. If, however, you want to move the insertion point to an area of your document into which you have not yet entered text, you need to press the **ENTER** key until the insertion point is positioned in the desired location.

Keystroke	Result
UP, **DOWN**, **LEFT**, or **RIGHT ARROW**	Moves the insertion point to the previous or next line or character.
PAGE UP	Moves the insertion point up one screen.
PAGE DOWN	Moves the insertion point down one screen.
HOME	Moves the insertion point to the beginning of the current line.
END	Moves the insertion point to the end of the current line.
CTRL+HOME	Moves the insertion point to the beginning of the document.
CTRL+END	Moves the insertion point to the end of the document.
CTRL+ PAGE DOWN	Moves the insertion point to the top of the next page.
CTRL+PAGE UP	Moves the insertion point to the top of the previous page.

Table 1-1: *Moving the Insertion Point by Using Keystrokes*
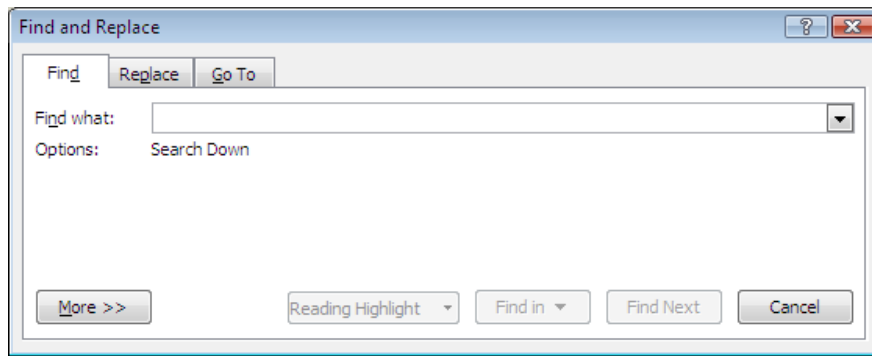
Figure 1-5: *The Find and Replace Dialog Box's Find Tab*

You can also use Word's Find feature to help you move the insertion point. Instead of scrolling or paging through the document to find occurrences of specific text, you can have Word perform the search by defining the desired text on the Find and Replace dialog box's Find tab. Figure 1-5 illustrates the Find tab. Finding is not limited to letters and numbers; you can search for a phrase, including punctuation and spaces, as well.

When Word finds the desired text in the document, it highlights the text, suspends the search, and leaves the Find and Replace dialog box open. You can then place the insertion point at the found text, move to the next occurrence of the text, or end the search. If the text cannot be found in the current document, Word displays a *message box* indicating the text does not appear in the document.

Once you use the Find feature, Word automatically sets the *browse object* to Find. The browse object defines the manner in which you can browse through the document. The default setting is Page, which enables you to scroll through the entire document. If the browse object is set to a different option, the arrows on the vertical scroll bar change colour. Unless you want to repeat the Find operation, you should manually reset the browse object before you continue working in your document.
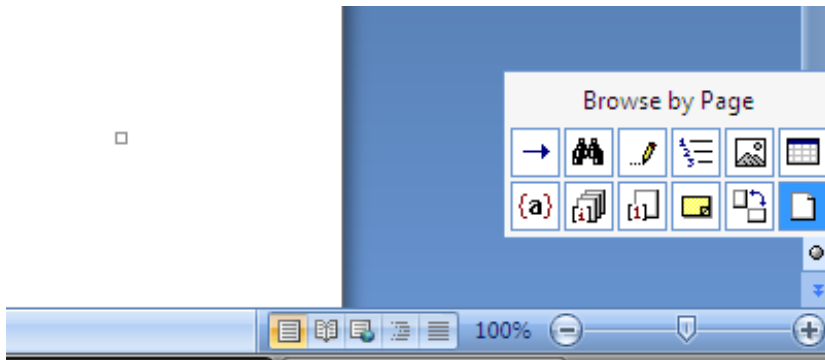
Figure 1-6: *The Select Browse Object* pop-up palette. *With* Browse by Page *selected.*

Figure 1-7: *The Find and Replace Dialog Box's Replace Tab*

The Replace option helps to replace the particular word selected or it changes the particular word through out the document. This feature saves our time in searching the word and replacing one by one.

METHOD

To move the insertion point using the keyboard:

1. Press the appropriate directional arrow, key, or keystroke combination.

To move the insertion point using the mouse:

1. Position the mouse pointer at the desired location in the document.
2. Click the mouse button.

To move the insertion point using the Find feature:

1. On the Editing group on the Home ribbon tab, choose Find.
2. In the Find and Replace dialog box, make sure the Find tab is selected.
3. On the Find tab, in the Find what text box, type the desired word or phrase.
4. Choose Find Next to find the next occurrence of the text.
5. Repeat step 4 as required.
   or
5. In the information box, choose OK.
   or
5. In the Find and Replace dialog box, choose Cancel.
6. If the desired text is found, in the document, click the highlighted text.

To manually set the browse object:

1. On the vertical scroll bar, click the Select Browse Object button.
2. From the pop-up palette, select the desired object.

_____ *EXERCISE* _____

In the following exercise, you will move the insertion point.

1. Make sure **Regional Information** is open in the current window

2. Press **CTRL+END**   *The insertion point moves to the end of the document.*

3.	Press **CTRL+PAGE UP** until you reach the top of the document	*The insertion point moves to the top of each page as you move up through the document.*
4.	At the top of the document, position the mouse pointer at the beginning of the first paragraph (beginning with *In addition to…*)	
5.	Click the mouse button	*The insertion point is placed at the beginning of the paragraph.*
6.	Press the **DOWN ARROW** key as many times as necessary to move to the beginning of the second paragraph (beginning with *Universal Studios brings…*)	*The insertion point moves to the new location.*
7.	Press the **RIGHT ARROW** key as many times as necessary to move the insertion point to the beginning of the word *movies*	
8.	Press **HOME**	*The insertion point moves to the beginning of the line.*
9.	Press **END**	*The insertion point moves to the end of the line.*
10.	Press **PAGE DOWN**	*The insertion point moves down one screen.*
11.	Press **CTRL+HOME**	*The insertion point moves to the top of the document.*
12.	the Editing group on the Home ribbon tab, choose Find	*The Find and Replace dialog box appears.*
13.	In the Find and Replace dialog box, make sure the Find tab is selected	
14.	On the Find tab, in the Find what text box, type **London Zoo**	

15.	Choose Find Next	*Word locates the first occurrence of the phrase **London Zoo** and highlights it in the document.*
16.	Choose Find Next	*Word locates the next occurrence of the phrase **London Zoo** and highlights it in the document.*
17.	Choose Cancel	*The Find and Replace dialog box closes, and **London Zoo** remains highlighted in the document. The arrows on the vertical scroll bar change color, indicating that Word has set the browse object to Find.*
18.	In the document, click the highlighted text **London Zoo**	*The insertion point moves into the text.*
19.	On the vertical scroll bar, click the Select Browse Object button	*The browse object pop-up palette appears.*
20.	From the pop-up palette, select Browse by Page (first row, last column)	*The browse object is reset to its default setting.*
21.	Switch to **Document2**	*The blank document is displayed in the current window.*

BUILDING AND EDITING DOCUMENTS

Whether you are building a new document or have opened an existing document, you will usually need to modify, or *edit,* text. Word makes it easy to insert, delete, replace, move, and copy text. You can also insert the date and time and modify *page breaks*, the dividers between pages, to make a document more usable and easier to read.

INSERTING AND DELETING TEXT IN A DOCUMENT

You can *insert*, or enter, text into a new document or into any portion of an existing document. When you insert text, any existing text is moved to the right and down in your document. Word's word-wrap automatically adjusts to accommodate inserted text, eliminating the need for you to make adjustments manually.

When you *delete* text, you remove it from the document. Word enables you to delete text a character at a time by using the **DELETE** and **BACKSPACE** keys. The **DELETE** key deletes text to the right of the insertion point; the **BACKSPACE** key, to the left.

METHOD

To insert text into a document:

1. Place the insertion point where you want to begin typing.
2. Type the text.

To delete text from a document:

Delete key method
1. Place the insertion point before the first character of the text to be deleted.
2. Press **DELETE**
3. Repeat step 2 as necessary.

Backspace key method

---

1. Place the insertion point after the last character of the text to be deleted.
2. Press **BACKSPACE** and repeat as necessary.

INSERT THE DATE AND TIME

Along with standard text, you can also easily insert the current date and time in a document by using the Date and Time dialog box, illustrated in Figure 1-8. You can choose to insert a fixed date and time, or you can instruct Word to automatically update the date and time each time the document is opened.
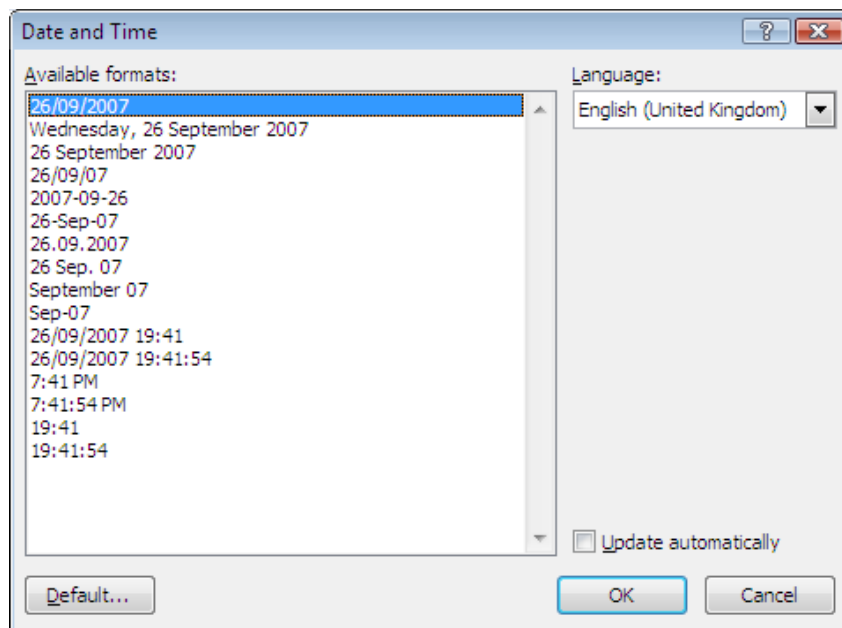
Figure 1-8: *The Date and Time Dialog Box*

METHOD

To insert the date and time into a document:

1. Place the insertion point at the desired location.
2. On the Insert tab, in the Text group, choose Date & Time.
3. In the Date and Time dialog box, from the Available formats list box, choose the desired format.
4. If desired, select the Update automatically check box.
5. Choose OK.

_____ *EXERCISE* _____

In the following exercise, you will insert and delete text in a document.

As you work in **Document2**, refer to Figure 1-9 for assistance.

1. Make sure **Document2** is open
    in the current window

2. Press **TAB**   *The insertion point moves to*
                                            the first tab stop in the
                                            document.

3. Type: **Memo to all CEEMA**
    Members: All
    accommodation for the
    CEEMA Conference should be
    booked by the 1st of March to
    get special package rates.
    There is accommodation at
    the following hotels:

4. Press **ENTER** two times   *The insertion point moves*
                                           down two lines.

5. Type **London Hilton**

6. Press **ENTER**

7. Type **Grosvenor House**

8. Press **ENTER**

9. Type **Park Lane Hotel**

07/07/07

Memo to all CEEMA Members: All accommodation for the CEEMA Conference should be booked by the 1st of March to get special package rates. There is accommodation at the following hotels:

London Hilton

Figure 1-9: *Document2—Inserting and Deleting Text Exercise*

10.	Place the insertion point in the first sentence of the document at the position immediately following the word *for*	
11.	Press **DELETE** four times	*The space and the word **the** are deleted.*
12.	Press **BACKSPACE** four times	*The word **for** and the space before it are deleted.*
13.	Move the insertion point to the beginning of the document	
14.	On the Insert tab, in the Text group, choose Date & Time	*The Date and Time dialog box appears.*
15.	In the Date and Time dialog box, from the Available formats list box, make sure the first format is selected	*The MM/DD/YY format is selected*
16.	Choose OK	*The date is inserted at the beginning of the document.*
17.	Press **ENTER** three times	*Two blank lines are inserted after the date.*
18.	Switch to **Regional Information.doc**	
19.	Near the top of the document, place the insertion point after the words '… a few hours'	
20.	Type **This is a great way to enjoy the beauty of nature while still maintaining the comforts of home.**	*The text is inserted into the document, and the text following the inserted text moves down the page as necessary.*

SELECTING TEXT

Before executing many Word commands, you need to highlight, or *select*, the section of text to which a command applies. When you select text, all punctuation, blank lines, and special characters within the highlighted area are included.

To select text, drag the mouse pointer over the desired text. When the mouse pointer is positioned over an area that has been selected, the pointer changes from an I-beam to a diagonal left pointing arrow. Alternatively, you can use the keyboard method to select text, which requires placing the insertion point in the desired location and then using the arrow keys to highlight the text. Word also lets you use mouse shortcuts, outlined in Table 1-2, to select text. To deselect selected text simply click anywhere outside the selected area in your document or press a directional arrow key.

Mouse Shortcut	Result
Double-click a word	Selects the word.
Hold **CTRL** and click in a sentence	Selects the sentence.
Triple-click in a paragraph	Selects the paragraph.
Move the pointer in the left margin until it changes to a diagonal right pointing arrow, then click	Selects the corresponding line.
Move the pointer in the left margin until it changes to a diagonal right pointing arrow, then drag up or down	Selects the corresponding lines.
Move the pointer in the left margin until it changes to a diagonal right pointing arrow, then triple-click	Selects the entire document.

Table 1-2: *Mouse Text Selection Shortcuts*

METHOD

To select text:

Keyboard method
1. Place the insertion point where you want to begin selecting.
2. Press and hold SHIFT
3. Use the directional arrow keys to highlight the desired text.

Mouse method
1. Position the mouse pointer where you want to begin selecting.
2. Drag the mouse to highlight the desired text.

Mouse shortcut method
1. Position the mouse pointer over any part of the desired text.
   or
1. Position the mouse pointer over the appropriate location in the left margin until it changes into a diagonal right pointing arrow.
2. Drag or click the mouse button the appropriate number of times.

To deselect text:

1. Click anywhere outside the selection.
   or
1. Press any directional arrow key.

EXERCISE

In the following exercise, you will select text.

1.	Make sure **Regional Information.doc** is open in the current window	
2.	At the top of the document, in the first paragraph, double-click the word *London*	*The word and trailing space are selected.*
3.	Click outside the selection	*The text is deselected.*
4.	Place the mouse pointer immediately before the word *London*, and then drag to highlight the entire word	*The word is selected.*
5.	Click outside the selection	*The text is deselected.*
6.	Place the mouse pointer immediately before the word *London*, then hold the **SHIFT** key while pressing the **RIGHT ARROW** six times	*The word is selected.*
7.	Press **LEFT ARROW**	*The text is deselected.*
8.	Triple-click the word *London*	*The entire paragraph is selected.*
9.	Click outside the selection	*The paragraph is deselected.*
10.	Place the mouse pointer in the left margin next to the first line of the first paragraph until the pointer turns into a diagonal right pointing arrow	
11.	Drag the mouse down a few lines	*Multiple lines of text are selected.*
12.	Click outside the selection	*The lines of text are deselected.*
13.	Place the mouse pointer in the left margin until it turns into a diagonal right pointing arrow	
14.	Triple-click the mouse button.	*The entire document is selected.*
15.	Press **DOWN ARROW**	*The text is deselected.*
16.	Switch to **Document2**	

REPLACING AND DELETING BLOCKS OF TEXT

You can delete an existing block of text and insert a new one in a single step by *replacing* or typing over the existing text. This saves you time because it decreases the number of keystrokes you must use. To replace text, select the text you want to replace, then begin typing the text you want. The selected text is removed from the document and the new text appears in its place.

Another method of replacing text is to activate the *overtype mode*. Normally when you type, you are working in *insert mode*, and Word automatically adds any new text to the existing text. When you type in overtype mode, Word places new text over the existing text. Be careful using the overtype mode; you can easily type over text you want to retain.

If you want to delete a block of text without entering any alternative text, select the desired text and then press the **DELETE** key.

METHOD

To replace a block of text:

Selection method
1. Select the text to be replaced.
2. Type the new text.

Overtype method
1. Place the insertion point immediately before the first letter to be replaced.
2. On the Word Status bar, right mouse click and select **Overtype.** See Figure 1-10. **Insert** appears on the status bar to indicate you are in OVERTYPE mode.
3. Type the text. Your typing overtypes the existing text.
4. To switch off OVERTYPE mode, reverse (2).

To delete a block of text:

1. Select the text to be deleted.

2. Press **DELETE**
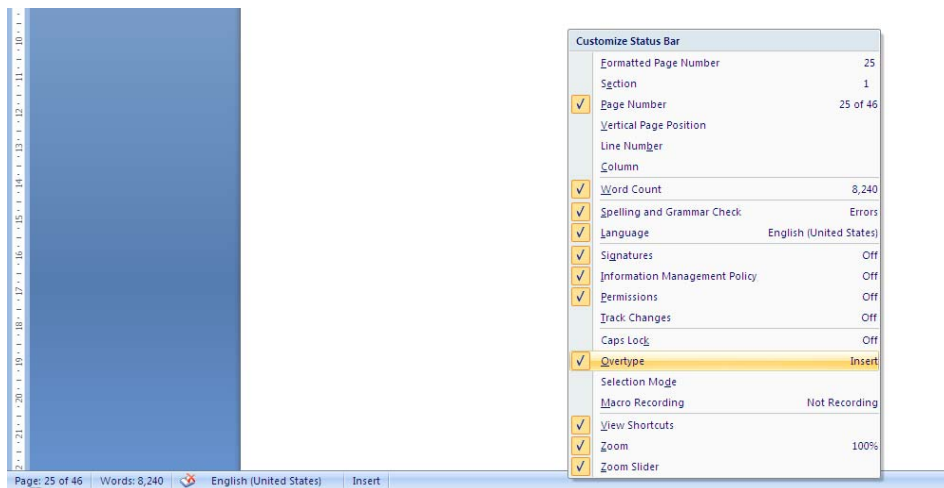
Figure 1-10: *Options on the Word Status Bar from Right Mouse Click. With Overtype Highlighted*

EXERCISE

In the following exercise, you will replace and delete blocks of text.

1. Make sure **Document2** is open in the current window

2. In the first sentence, select the word *hotels*

3. Type **complexes**   *The word **complexes** replaces the word **hotels.***

4. In the same sentence, place the insertion point immediately to the left of the word *March*

5.	On the Word Status bar, right mouse click and select (check) **Overtype**	*Overtype mode is activated. **Insert** is visible on the Word Status Bar*
6.	Type **April**	*The word **April** replaces the words **March**.*
7.	On the Word Status bar, right mouse click and deselect (uncheck) **Overtype**	*Overtype mode is deactivated. **Insert** is no longer visible on the Word Status Bar.*
8.	In the first sentence, select *by MEMO to CEEMA Members*	
9.	Press **DELETE**	*The selected text is deleted.*

MOVING AND COPYING TEXT

Word enables you to *cut* and *paste* blocks of text from one part of a document to another. When you cut a selected portion of text, the text is removed from the document and placed on the *Clipboard*, a temporary storage area. When you paste text, a copy of the text on the Clipboard is placed into the document. The cut piece of text remains on the Clipboard until another block of text is placed on the Clipboard or until you shut down your computer. As long as the text remains on the clipboard, you can continue to paste the same text in different locations throughout your document.

Word also enables you to *copy* and paste text from one part of the document to another. When you copy a selected portion of text, a duplicate of the text is placed on the Clipboard, but the text is not removed from the document. As when cutting and pasting text, you can continue to paste the same portion of text throughout the document as long as the text remains on the Clipboard.

To move text quickly over a short distance, you can select the text and then drag it to the desired location. As you drag, the selection appears to stay in its original position, and the mouse pointer becomes an arrow with a shaded box and insertion point drops down line by line on the page as you drag down (or the reverse if you drag up). The shaded box represents the selected text. You position the insertion point at the desired location in the document. When you release the mouse button, the text moves to its new position. This method is called *drag-and-drop editing*.

You can also drag to copy text. To do this, you hold down the Cᴛʀʟ key as you drag the selection to an additional location.

METHOD

To move text:

Cut and paste method

1. Select the text.
2. On the Clipboard group on the Home tab, click the Cut button.
   or
2. Right click and choose Cut.
3. Place the insertion point where you want the text to be inserted.
4. On the Clipboard group on the Home tab, click the Paste button.
   or
4. Right click and choose Paste.

Drag-and-drop editing method

1. Select the text.
2. Drag the selected text, placing the mouse pointer's insertion point at the desired location.

To copy text:

Copy and paste method

1. Select the text.
2. On the Clipboard group on the Home tab, click the Copy button.
   or
2. Right click and choose Copy.
3. Place the insertion point where you want the text to be inserted.
4. On the Clipboard group on the Home tab, click the Paste button.
   or
4. Right click and choose Paste.

Drag-and-drop editing method

1. Select the text.

2. Press and hold the **CTRL** key as you drag the selected text, placing the mouse pointer's gray line at the desired location.

In the following exercise, you will move and copy text.

1. Open **CEEMA overview**

2. Near the bottom of page 2, under the heading *About the CEEMA Convention*, select the first paragraph and the blank line following it

3. On the Clipboard group on the Home tab, click the Cut button

    The paragraph is removed from the document.

4. Near the top of page 1, place the insertion point directly before the *S* at the beginning of the heading *SELECTED LONDON ACCOMODATION*

5. On the Clipboard group on the Home tab, click the Paste button

    The paragraph is inserted on page 1.

6. Scroll down until *SELECTED LONDON ACCOMODATION* positioned at the top of the screen

9. Scroll up on the page and, in the first paragraph, select the words *CEEMA Conference*

10. On the Clipboard group on the Home tab, choose Copy

    The text is copied and remains in its original location.

11. In the next paragraph, at the end of the first sentence, place the insertion point before the full stop

12. On the Clipboard group on the Home tab, choose Paste

    *The words **CEEMA Conference** are inserted.*

13. Scroll down on the page and place the insertion point before the words *Attractions within the City*

14.	On the Clipboard group on the Home tab, click the Paste button	*The words **CEEMA Conference** are inserted into a second location.*

MODIFYING PAGE BREAKS

Word automatically determines where each page of a document should begin and end by inserting *automatic page breaks*. As you create and edit multipage documents, you might find that you need to manipulate the automatic page breaks. You can quickly create a manual (forced) page break by clicking the Page Break button in the Pages group on the Insert tab. To see more Breaks options, on the Page Layout tab, in the Page Setup group click the Breaks button to see a drop down viewing pane of Page Breaks options and definitions (see Figure 1-11). This subject is covered in more detail in Module 3 of the course.

Manual page breaks override the automatic page breaks created by Word.
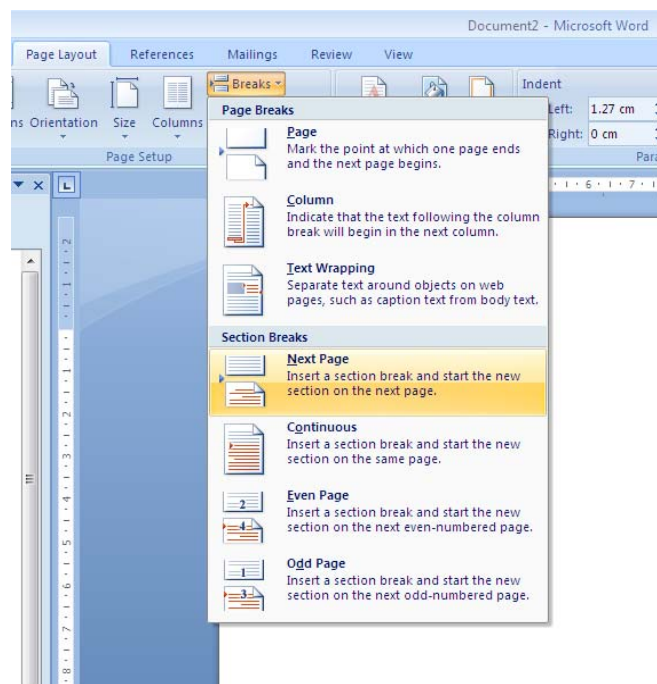
Figure 1-11: *The Page Breaks Drop Down Viewing Pane*

Page breaks are displayed in different ways on your screen depending on which *view* is activated. When your document is displayed in Print Layout

view, both types of page breaks, automatic and manual, are indicated by the separation of each page in the document window. When your document is displayed in Draft view, automatic page breaks are indicated by a single horizontal line across the page, and manual page breaks are indicated by a single horizontal line with the words Page Break in the center of the line. If you want to delete a manual page break, display the document in Draft view first.

METHOD

To insert a manual page break using the Break dialog box:

1. Place the insertion point at the desired location.
2. Click the Page Break button in the Pages group on the Insert tab.

To insert a manual page break using the keyboard:

1. Place the insertion point at the desired location.
2. Press **CTRL+ENTER**

To change the view of a document:

1. On the View ribbon tab, choose the desired view.

To delete a manual page break:

1. Make sure the document appears in Draft view.
2. Place the insertion point on the manual page break.
3. Press **DELETE**

EXERCISE

In the following exercise, you will insert and delete page breaks.

1. Make sure **Regional Information** is open in the current window

2.	Scroll through the document and examine the positions of the automatic and manual page breaks	
3.	Near the bottom of the first page, place the insertion point before the heading *Kew Gardens*	
4.	Click the Page Break button in the Pages group on the Insert tab.	*Word inserts a manual page break, and the heading moves to the top of the next page.*
5.	Switch the ribbon to the View tab	*The Ribbon buttons change to View option groups*
6.	View the document in Draft view, then back to Print Layout	
7.	Place the insertion point before Syon House	
8.	Press **CTRL+ENTER**	*Word inserts a manual page break, and the heading moves to the top of the next page.*
9.	Scroll down and place the insertion point on the page break below the heading *Accommodation*	
10.	Press **DELETE**	*The page break is deleted.*
11.	Place the insertion point immediately before the heading *Accommodation*	
12.	Insert a manual page break	*The heading moves to the top of the next page.*
13.	From the View menu, choose Print Layout	*The view changes to Print Layout.*
14.	Scroll through the document and examine the separation of the pages	
15.	From the View menu, choose Draft	*The view changes to Draft.*

FINISHING DOCUMENTS

After you finish working with a document, you should save the document so that you have it available to access in the future. You might also want to print the document. When you no longer need the document displayed, you should close it to remove it from memory.

SAVING DOCUMENTS

When a document is displayed in the document window, it is saved only in the computer's memory. If your computer loses power, or if an error occurs in your program, you will lose all the information you have entered. Therefore, you should save your document to a disk periodically as you are working on it. In Word, you save a document as a *file* that is made up of a series of related pages.

Create New Folder
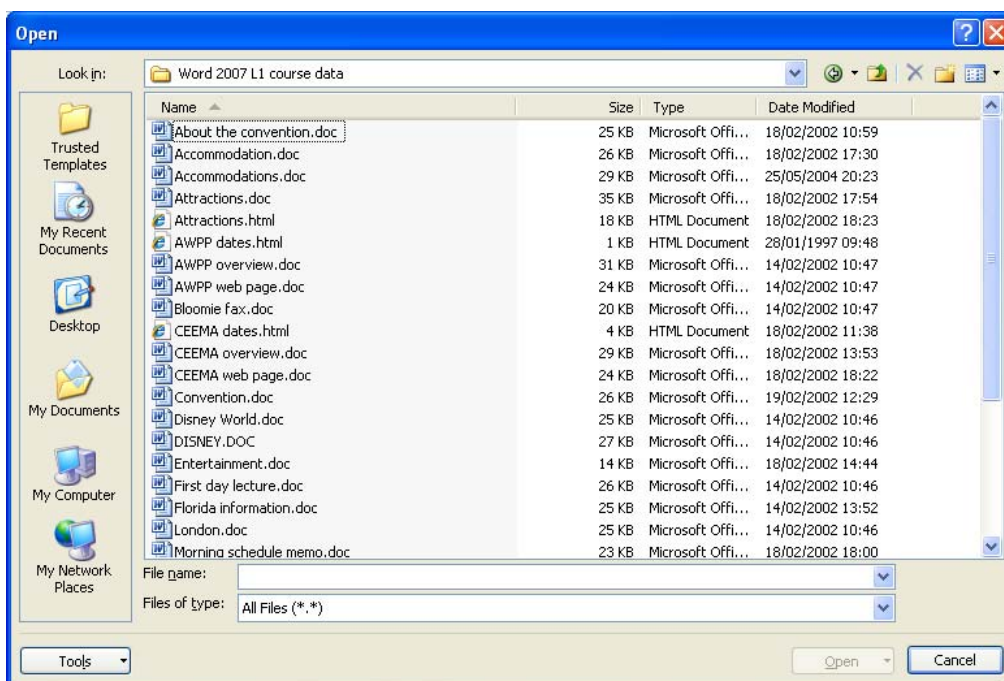

Figure 1-12: *The Save As Dialog Box*

When you use the Save As command, the Save As dialog box, illustrated in Figure 1-12, appears. You can use the Save As dialog box to name a new document or to rename an opened document and to specify the folder in which you want to place the document. By default, when you save a new document file, Word adds the *filename extension* **.doc**.

To organize your work, you might want to store different groups of files in their own folders. You can create a new folder in which to save your documents by using the Create New Folder button in the Save As dialog box.

Word lets you use the Save command to save a document that already has a filename. This command automatically saves the document under its previously defined filename and folder. If you use the Save command when you have not yet given a filename to your document, Word displays the Save As dialog box.

METHOD

To save a new document or to save a document under a different name:

1. Click the Office button and choose Save As.
2. In the Save As dialog box, in the Save as type drop-down list, make sure Word Document (*.docx) is selected.
3. In the Save In drop-down list box, make sure the desired folder is displayed.
4. In the File name text box, delete the current text and type the new filename if necessary.
5. Choose Save.

To save a document under the same filename and folder:

1. Click the Office button and choose Save.
   Or
1. On the Quick Access Toolbar, click the Save button.

To create a new folder:

1. Click the Office button and choose Save As.
2. In the Save As dialog box, in the Folders list, select the folder in which you want to place the new folder.
3. Click the Create New Folder button.
4. A folder is created with **New Folder** in blue. Delete the current text and type the name of the new folder.
5. Choose OK.

In the following exercise, you will save documents.

1.	Make sure **Regional Information** is open in the current window	
2.	Click the Office button and choose Save As	*The Save As dialog box appears.*
3.	In the Save As dialog box, in the Save as type drop-down list, make sure Word Document (*.docx) is selected	*The file will be saved as a Word document.*
4.	In the Save in drop-down list box, make sure the **Word 2007 L1 Data** folder is displayed	
5.	In the File name text box, delete the current text and type **Regional Information 1**	
6.	Choose Save	*The file is saved in the **Word 2007 L1 Data** folder as **Regional Information 1.doc**. The dialog box closes, and the document remains open in the document window. The new filename appears in the title bar.*
7.	In the first sentence of the document, replace the word *crowds* with the word *chaos*	
8.	On the Quick Access Toolbar, click the Save button	*The edited document is saved under the same name.*
9.	Switch to **Document2**	
10.	Click the Office button and choose Save As	*The Save As dialog box appears.*
11.	In the Save As dialog box, in the Save in drop-down list box, make sure the **Word 2007 L1 Data** folder is displayed	

12.	Click the Create New Folder button	*A folder is created with **New Folder** in blue.*
13.	Delete the current text (**New Folder**) and type **CEEMA1**	
14.	Choose OK	*A new folder, **CEEMA1**, is created in the **Word 2007 L1 Data** folder*
15.	In the Save in drop-down list box, display the new folder **CEEMA1**	
16.	In the File name text box, delete the current text and type **Demo list**	
17.	Choose Save	***Demo list.doc** is placed in the **CEEMA1** folder.*
18.	Switch to **Regional Information 1.doc**	

PREVIEWING DOCUMENTS

Before printing a document, you might want to preview its printed appearance on-screen. You use Print Preview, illustrated in Figure 1-13, to display a document as it will look when printed. This enables you to make last-minute changes before you print.

In Print Preview, as in other views, you can edit your document. To place the insertion point in the document in Print Preview, deselect the Magnifier button on the toolbar/ribbon. While you are editing, you can periodically use the toolbar's Magnifier and Zoom features to adjust the size of the document text and layout on the screen. This enables you to examine the affects of your changes. Using the Print Preview toolbar, you can also choose the number of pages displayed on the screen.
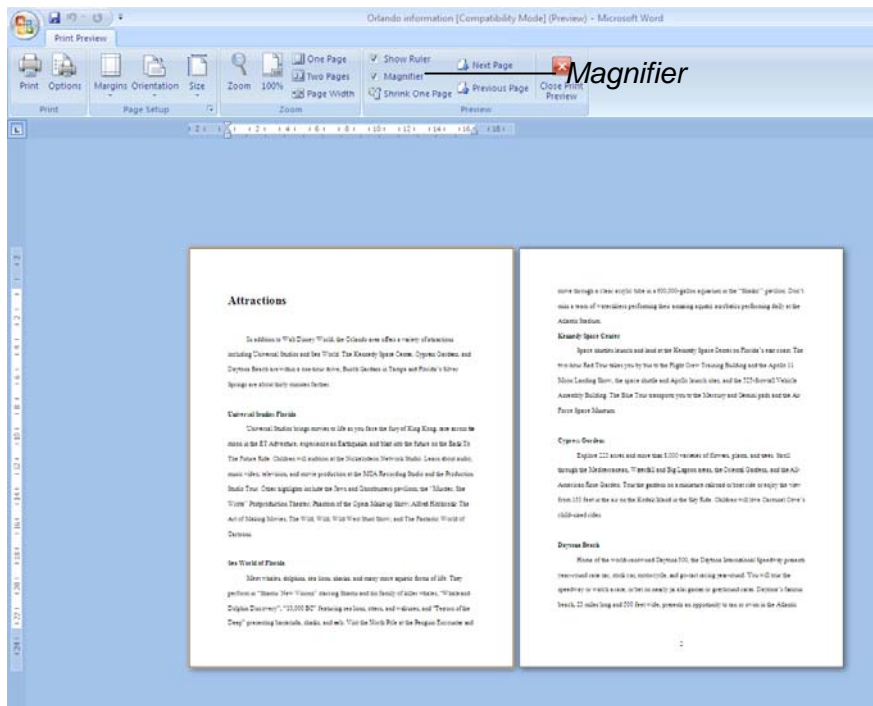
One Page

Two Pages
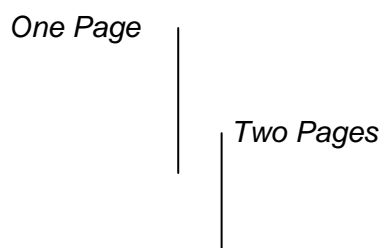
Figure 1-13: *Print Preview*

```
  ┌─        ─┐
  │  METHOD  │
  └          ┘
```

To use Print Preview:

1. Make sure the desired document is open in the current window.
2. Click the Office button, then click the [more options] pointer next to the Print button and choose Print Preview.

To zoom in or out in Print Preview:

1. On the Print Preview toolbar, make sure the Magnifier check box is selected (checked).
2. Position the mouse pointer over the document.
3. Click to select the desired page, if necessary.
4. Click in the desired area of the document when the magnifying glass pointer has a plus sign (+) in it to zoom in.
   or
4. Click in the desired area of the document when the magnifying glass pointer has a minus sign (-) in it to zoom out.
   or
1. On the Print Preview toolbar, click the Zoom button and in the Zoom dialog box select a zoom option.
   or
1. On the Print Preview toolbar, click the Zoom button and in the Zoom dialog box type a zoom percentage. Then press ENTER

To change the number of pages displayed in Print Preview:

1. On the Print Preview toolbar, click the Two Pages button.
   or
1. On the Print Preview toolbar, click the One Page button.

To move the insertion point into the document in Print Preview:

1. On the Print Preview toolbar, deselect the Magnifier check box.
2. In the document, click at the desired location.

To exit Print Preview:

1. On the Print Preview toolbar, click the Close Print Preview button.

┌─ *EXERCISE* ───┐
│   │
└───┘

In the following exercise, you will use Print Preview.

1.	Make sure **Regional Information 1.doc** is open in the current window	
2.	Click the Office button, then click the [more options] pointer next to the Print button and choose Print Preview.	*The document appears in Print Preview.*
3.	On the Print Preview toolbar, click the Two Pages button	*2 pages of the document are displayed.*
4.	Click to change to One Page, then back to Two Pages.	*2 pages of the document are displayed.*
5.	On the Print Preview toolbar, make sure the Magnifier check box is selected	
6.	Click the first (top center) page of the document	*The mouse pointer becomes a magnifying glass with a plus sign in it.*
7.	Click the second page of the document	*Magnification of the page increases, and the plus sign changes to a minus sign.*
8.	On the Print Preview toolbar, deselect the Magnifier check box	
9.	On the second page of the document, click immediately before the words *The Ritz*	*The insertion point moves into the document.*
10.	Press **ENTER**	*Additional space is inserted above the heading.*
11.	On the Print Preview toolbar, click the One Page button	*The entire page is displayed.*

12.	On the Print Preview toolbar, click the Close Print Preview button	*Print Preview closes.*
13.	Switch to **CEEMA overview**	

Ask your instructor to show you the Full Screen Reading viewing feature.

PRINTING DOCUMENTS

After you preview the printed appearance of your document, you are ready to print it. You can print a document from Print Preview or from the document window. When you choose the Print command from the Office button drop down menu, Word opens the Print dialog box, illustrated in Figure 1-14. Using the Print dialog box, you can change options for your print job, such as the number of copies to print. If you use the Quick Print button on the Print options list however (shown in Figure 1-15), Word automatically prints your document using the default Windows print settings.
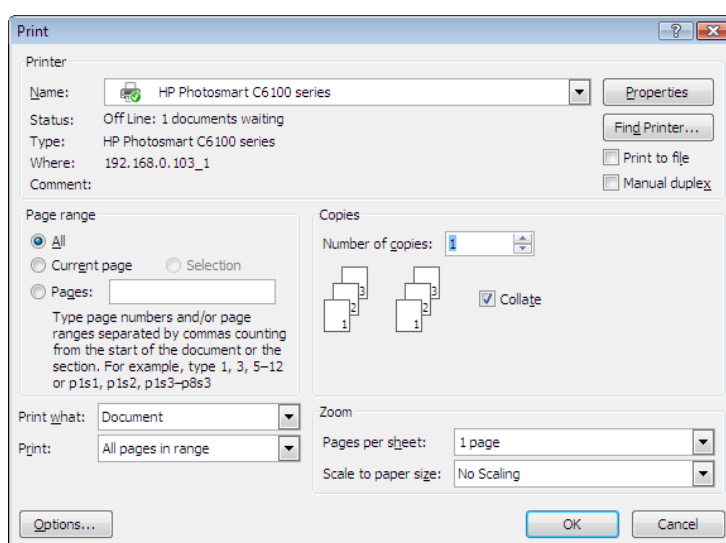

Figure 1-14: *The Print Dialog Box*

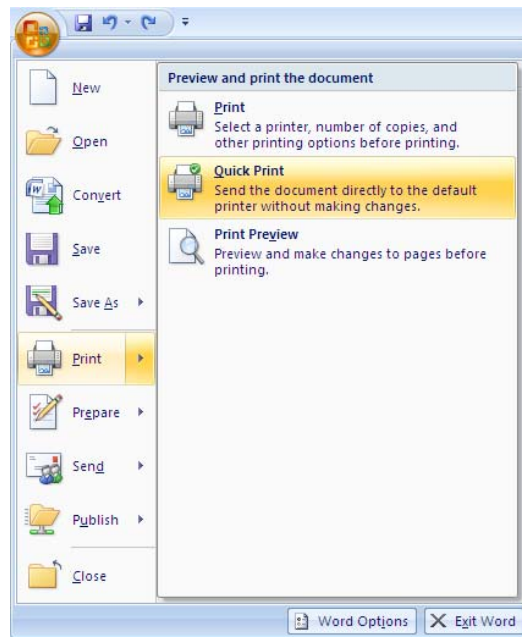**Figure 1-15:** *The Quick Print Feature*

To print a document using default settings:

1. Display the document in Print Preview.
2. On the Print Preview toolbar, click the Print button.
   or
1. Click the Office button, then click the [more options] pointer next to the Print button and choose Quick Print.

To print a document using customized options:

1. Click the Office button, then choose Print, then Print again.
2. In the Print dialog box, set the desired options.
3. Choose OK.

─ *EXERCISE* ──────────────────────────────

In the following exercise, you will print documents.

1.	Make sure **CEEMA overview** is open in the current window	
2.	Display the document in Print Preview	
3.	On the Print Preview toolbar, click the Print button	*The document prints.*
4.	Close Print Preview	
5.	Switch to **Demo list**	
6.	From the Office button, choose to Print	*The Print dialog box appears.*

7. In the Print dialog box, in the Copies area's Number of copies scroll box, delete the current text and type **2**

8. Choose OK   *The dialog box closes, and two copies of the document print.*

CLOSING DOCUMENTS

Closing a document removes it from your screen but leaves you in Word so that you can begin working with another document. You can close a document through the Office button options menu or by clicking the Close Window button in the document window (extreme top right of the screen).

Before you close a document, you should make sure that you save your work if you want to retain any changes you have made since you last performed a save. If you have not already saved a document, Word gives you a chance to do so when you close it.

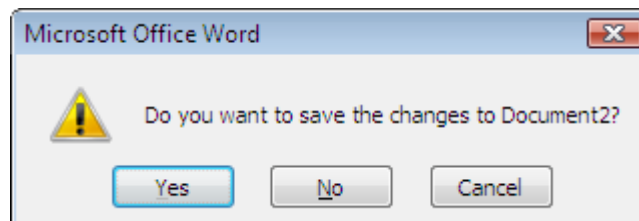**Figure 1-16:** *The Save Changes Warning Box*

METHOD

To close a document:

1. From the Office button options menu, choose Close.
   Or
1. In the document window, click the Close Window button.
2. If the save the changes warning box appears, choose Yes to save the changes to the document.
   Or
2. If the save the changes warning box appears, choose No to discard the changes to the document.

In the following exercise, you will close documents.

1.   Make sure **Demo list** is open
     in the current window

2.   From the Office button options   *Word closes the document,*
     menu, choose Close   *and the previous document*
                                              appears.

3.   Make sure **CEEMA overview**
     is open in the current window

4.   In the document window, click   *Because you have not saved*
     the Close Window button   *this document since the last*
                                              editing, the save the changes
                                              warning box appears.

5.   In the warning box, choose No   *Word closes the document*
                                              without saving the changes,
                                              *and **Regional Information 1***
                                              appears.

6.   From the Office button options   *Because you have not saved*
     menu, choose Close   *this document since the last*
                                              editing, the save the changes
                                              warning box appears.

7.   In the warning box, choose   *Word saves the document*
     Yes   *under the same filename and*
                                              then closes the document.

ASSIGNMENT

1. Open **Attractions.doc**.

2. View the document in one of the different word view. Use the View tab of the ribbon.

3. Move the insertion point to the end of the document, then delete the last sentence.

4. Move the insertion point to the third sentence of the document the section on the Houses of Parliament and select the words *Palace of Westminster* move them to the end of the paragraph

5. In the same paragraph, use the copy and paste method to copy the word *Commons* to immediately after the word *chimes*.

6. Using the Find feature, find the sentence that contains the text *William III & Mary II* then, immediately after the found text, insert a comma (**,**), press **SPACEBAR**, and insert the text **and their large courts.**

7. Reset the browse object to Browse by Page.

8. In a new document, insert the current Date and Time in the format of your choice.

9. Press **ENTER** twice, and then type the name and address shown below.

    Mr Andrew Bacon

    59 West Street

    Bedminster

    Bristol

    BS3 1PZ

10. Use Overtype (INSERT) mode to change the postcode to **BS4 8PY**. Then, reactivate Insert mode.

11. Use the cut and paste method to move the fourth line of the address to the third line of the address

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12. In the **Data** folder, save the document as **Business addresses.doc**.

13. Switch to **Attractions.doc.**

14. Use the selection method to replace the word *Museums* with the word *Galleries*

15. Change the view to Print Layout and scroll through the document and examine where the pages break. Then, change the view back to Draft.

16. Delete the manual page break in the document. Then, scroll down and insert a page break immediately before the heading *Regional Attractions*

17. In the **Data** folder, create a new folder named **New Documents**, and then save the document as **New information.doc** in the new folder.

18. In Print Preview, zoom in to see the heading on the second page. Change the heading *Regional Attractions* to read **Where to Go**.

19. Display both pages of the document.

20. Print the document and then exit Print Preview.

21. Switch to **Business addresses.doc**.

22. Print two copies of the document.

23. Close both open documents, saving any changes.