Microsoft Word 2007 Tip Sheet

• Office Toolbar:
  - Clicking this button causes a drop down menu to open which will allow you to do the following: begin a new document, open a document, save, save as, print, prepare a document for distribution, send a document by e-mail or fax, publish a document, close a document.
  - Click this button to save your document.
  - Click this button to undo typing.
  - Click this button to repeat typing.

• Microsoft Office Word Help - You can get help using Microsoft Word by clicking this button. (This button is on the second row of the toolbar on the far right.)

• Home tab – The following menus are labeled along the bottom of this tab and each offers the listed options:
  - Clipboard – cut, copy, paste, use format painter (to copy/paste formatting)
  - Font – edit font, font size, font style (bold, italics, underline, strikethrough, subscript, superscript, case); highlight; edit font color
  - Paragraph – start a bulleted, numbered list, or outline; increase/decrease indents; sort; view paragraph marks; justify paragraphs; adjust line spacing; add shading; add borders
  - Styles – select text style
  - Editing – find/replace text; select text/objects
- **Insert tab**: The following menus are labeled along the bottom of this tab and each offers the listed options:
  - **Pages** – insert cover page, blank page, page break
  - **Tables** – insert or draw a table in a document, convert existing text into a table
  - **Illustrations** – insert: picture, clip art, shapes, SmartArt, chart
  - **Links** – insert: hyperlinks, bookmarks, cross-references
  - **Header & Footer** – insert/edit header and/or footer, insert page numbers
  - **Text** – insert: text box, quick parts, WordArt, drop cap, signature line, date and time, object
  - **Symbols** – insert: symbol, equation

- **Page Layout tab**: The following menus are labeled along the bottom of this tab and each offers the listed options:
  - **Themes** – change the theme of the document (color, font, effects)
  - **Page Setup** – set margins, orientation, size; split into columns; insert page breaks, line numbers, hyphenation
  - **Page Background** – insert a watermark, change page color, add page borders
  - **Paragraph** – adjust paragraph indent, paragraph spacing
  - **Arrange** – change object position (bring to front, send to back, text wrapping, align, group, rotate)
• **References tab:** The following menus are labeled along the bottom of this tab and each offers the listed options:
  o **Table of Contents** – add and/or edit table of contents
  o **Footnotes** – insert footnotes
  o **Citations & Bibliography** – insert citations, manage sources, select citation style, add a bibliography
  o **Captions** – insert captions, insert table of figures, update table, insert cross-reference
  o **Index** – insert an index, mark an entry
  o **Table of Authorities** – insert a table of authorities into the document

• **Mailings tab:** The following menus are labeled along the bottom of this tab and each offers the listed options:
  o **Create** – create and/or print envelopes, labels
  o **Start mail Merge** – start a mail merge, select recipients, edit recipient list
  o **Write & Insert Fields** – highlight merge fields, add an address/greeting line, insert merge field, specify rules, match fields, update labels
  o **Preview Results** – preview document, find recipient, auto check
  o **Finish** – complete the mail merge
• **Review tab**: The following menus are labeled along the bottom of this tab and each offers the listed options:
  - **Proofing** – check spelling, grammar; do research (of reference materials), access thesaurus, translate, use translation screen tip, set language, get word count
  - **Comments** – insert a comment, delete comment, view previous comment, view next comment
  - **Tracking** – track changes, choose how to show revisions, show markup, show reviewing pane
  - **Changes** – accept changes, reject changes, move to previous change, move to next change
  - **Compare** – compare or combine multiple versions of a document, choose which documents to show
  - **Protect** – restrict how people can access the document

• **View tab**: The following menus are labeled along the bottom of this tab and each offers the listed options:
  - **Document Views** – select print layout, full screen reading, web layout, outline, draft
  - **Show/Hide** – show/hide ruler, gridlines, message bar, document map, thumbnails
  - **Zoom** – specify zoom level; zoom 100%; zoom to one page, two pages, page width
  - **Window** – open new window, arrange open windows side-by-side, split window, view two documents side-by-side, enable synchronous scrolling, reset window position, switch windows
  - **Macros** – record a macro or access macro options
• **Format/Picture Tools tab (double clicking an image will open this tab):** The following menus are labeled along the bottom of this tab and each offers the listed options:
  o **Adjust** – adjust brightness, contrast; recolor; compress, change, or reset picture
  o **Picture Styles** – select simple white frame, beveled matte white frame, metal frame, shadow frame, rounded rectangle frame
  o **Arrange** – position object, bring to front, send to back, text wrap, align edges, group, rotate
  o **Size** – crop the picture, adjust shape, height, and width