

**Great
Value!**

1

2

3

Easy | Illustrated | How-To

Microsoft® Office Word 2007

ALL-NEW
FOR THE
**LATEST
RELEASE**



QuickSteps

FULL-COLOR | FAST REFERENCE

Marty Matthews and Carole Matthews

Mc
Graw
Hill

Osborne

Contents

Acknowledgments..... iv

Introductionxii

Chapter 1 **Stepping into Word** 1

Start and Exit Word	2
Use the Start Menu to Start Word.....	2
Start Word in Different Ways	2
🔍 Exiting Word	3
Explore Word	3
Explore the Word Window	3
🖱 Understanding the Ribbon	5
Use the Mouse	5
Use Tabs and Menus.....	6
🔍 Using the Mini Toolbar in Word	7
Use Views in Word	7
Personalize and Customize Word	8
Work with the Quick Access Toolbar	8
🔍 Changing the Window Color	10
Show or Hide ScreenTips.....	10
Add Identifying Information to Documents	10
🔍 Setting Preferences	11
Get Help	12
Open Help.....	12
Use the Help Toolbar.....	13
Conduct Research	13
Use the Thesaurus.....	14
Translate a Document.....	14
🔍 Accessing Microsoft Resources	15
Update Word	15

Chapter 2 **Working with Documents** 17

Create a New Document	18
Create a New Document.....	19
Use a Unique Template	19
Open an Existing Document	22
Locate an Existing Document	23
Search for an Existing Document	23
🔍 Entering Special Characters	25
Import a Document	25
Write a Document	26
Enter Text	26
Determine Where Text Will Appear	27
Insert Text or Type Over It.....	27
Insert Line or Page Breaks.....	28
Select Text.....	29
🔍 Using the Office Clipboard	30

1

2

Copy and Move Text	30
Delete Text.....	32
Edit a Document	33
Move Around in a Document	33
Find and Replace Text.....	36
Complete and Save a Document	38
Check Spelling and Grammar.....	38
☛ Using Wildcards.....	39
☛ Saving a Document.....	41
Save a Document for the First Time	41
Save a Document Automatically	42

Formatting a Document 43

Format Text	44
Apply Character Formatting	44
☛ Using the Font Dialog Box.....	50
Set Character Spacing.....	50
Change Capitalization.....	51
Create a Drop Cap	51
Format a Paragraph	52
Set Paragraph Alignment	52
☛ Using Indentation	54
Indent a Paragraph	54
☛ Using the Ruler for Indents.....	57
Determine Line and Paragraph Spacing	57
Use Numbered and Bulleted Lists	60
Add Borders and Shading	63
☛ Turning On Formatting Marks.....	66
Format a Page	66
Set Margins	66
Use a Dialog Box to Format a Page	67
☛ Copying Formatting	68
Use Mirror Margins	68
Determine Page Orientation.....	68
Specify Paper Size.....	68
☛ Tracking Inconsistent Formatting.....	69
Set Vertical Alignment.....	69

Customizing a Document 71

☛ Understanding Themes, Styles, and Templates	72
Use Styles	72
Identify Text with a Style	72
Apply Style Sets to a Document	72
Save a New Quick Style.....	73
Modify a Style	74
☛ Deleting a Style	75
Automatically Update a Style	75
Use Themes.....	75
Change a Theme	76
Create a Custom Theme.....	78
Use Templates	79
Create and Change Templates	79

Work with Documents	81
Create Section Breaks	81
Create and Use Columns	82
Use Tabs	83
Add Headers and Footers	84
Using Different Left and Right Headers	86
Add Footnotes and Endnotes	87
Create an Index	89
Create a Table of Contents	90
Create and Use Outlines	92
Using View Buttons	93
Use Word Writing Aids	93
Implement AutoCorrect	94
Use AutoFormat	95
Use Building Blocks	97
Enter an Equation	99
Count Characters and Words	101
Use Highlighting	102
Add Hyphenation	103
Exploring the Thesaurus	104

Chapter 5 **Printing and Using Mail Merge** 105

Print Documents	106
Set Up Your Printer	106
Define How a Document Is Printed	107
Preview What You'll Print	108
Print a Document	111
Print an Envelope	113
Print Labels	114
Faxing	115
E-Mailing	117
Merge Lists with Letters and Envelopes	117
Begin a Mail Merge	118
Set Up a Name and Address List	119
Create a Merge Document	120
Using Rules	121
Preview a Merge	121
Complete a Merge	122
Merge to Envelopes	123
Merge to Labels	125

Chapter 6 **Using Tables** 127

Create Tables	127
Dissecting a Table	128
Create a Table	128
Use Table Tools	131
Change the Table Size	132
Selecting Tables, Rows, Columns, or Cells	133
Change Column Width and Row Height	135
Entering Information	136
Work with Tables	137
Sort Data	137

🔍 Moving and Copying Tables, Columns, and Rows	138
Calculate Values Using Formulas.....	139
Convert Tables to Text and Text to Tables	140
🔍 Working with Formulas	141
Repeat Header Rows	142
Remove a Table	143
Change a Table's Appearance.....	143
Merge and Split Cells	143
🔍 Formatting Content	144
Wrap Text Around a Table	145
🔍 Changing a Table's Alignment.....	146
Change Cell Margins.....	147
Apply Shading and Border Effects.....	147
Format a Table Automatically	148



Chapter 7 Working with Graphics..... 151

Work with Pictures	151
🔍 Linking Picture Files.....	152
Add Pictures	152
Use the Clip Art Organizer.....	155
🔍 Using the Picture Tools Format Tab	158
Remove Unwanted Areas	159
Reduce a Picture's File Size	159
🔍 Positioning Pictures	161
Position a Picture Independently of Text	161
Create Drawings	162
Add Shapes.....	163
Add Special Effects to Text.....	163
🔍 Working with Curves	164
Create a Diagram	166
🔍 Adding Objects from Other Programs.....	169
Use Color Effects.....	169
Modify Graphics.....	171
Resize and Rotate Graphics Precisely	172
Position Graphics.....	173
🔍 Understanding Graphic Positioning.....	175
Use Handles and Borders to Position Graphics	176
🔍 Working with Graphics.....	177
Combine Graphics by Grouping	178



Chapter 8 Using Special Features..... 179

Work with Forms	179
Use Microsoft Form Templates	180
Modify a Template.....	182
Create a Form	183
🔍 Using a Form	186
Translate Text.....	187
Translate a Word or Phrase.....	187
Translate an Entire Document.....	187
Work with Charts.....	189
Create a Chart.....	191
Determine the Chart Type	192

🔍 Selecting Chart Items	194
Work with Chart Items.....	194
🔍 Understanding Data Series and Axes	196
Format Chart Items.....	196
Format Text	197
🔍 Working with the Data Table	198

Chapter 9 **Creating Web Pages** 199

Create and Save a Web Page in Word	199
Create a Web Page	200
Save Word Documents as Web Pages	200
🔍 Choosing Suitable Web File Formats	201
Work with Web Pages in Word	202
Configure Web Options in Word	202
🔍 Understanding HTML and How Word Uses It	205
🔍 Understanding Hyperlinks	207
Insert a Hyperlink.....	207
Verify How a Page Will Look.....	211
Remove Personal Information from the File Properties.....	213
Remove Word-Specific Tags from a Document.....	213
🔍 Using Word to Create HTML Elements.....	214

Chapter 10 **Using Word with Other People** 215

Mark Changes	215
Track Changes	217
Review Changes.....	220
🔍 Creating Reviewing Shortcuts	221
Add Comments.....	223
Highlight Objects	225
🔍 Setting Document Properties	226
Work with Multiple Documents	226
Save Several Copies of a Document.....	227
Compare Documents.....	228

Index 231

