MICROSOFT WORD 2007 TIPS & TRICKS

Office 2007 presents a huge change in layout from its previous edition. This guide explains some of the changes to Word 2007. All of its original functions still exist, but the means of accessing them have changed drastically. The following are tips to help you get accustomed to the new format.

Are you using Office 2008 on a Mac? You'll see some changes in the interface, but the menu bar pull-downs are basically identical to Office 2004. The default font, however, has changed; you will probably want to change it back to Times New Roman or Arial for compatibility. The file format is .docx, so you may want to "save as..." an older version of Word.
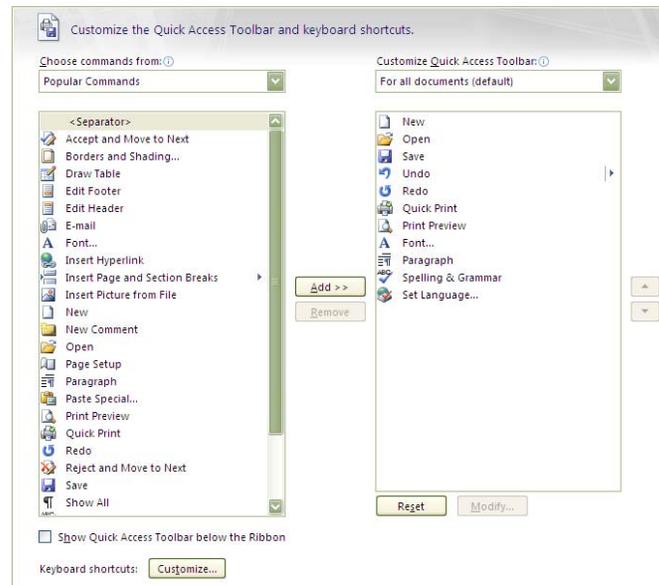
Quick Access Toolbar

The regular Office toolbar with menus such as File, Edit, etc. no longer exists. Instead, there is now a "Quick Access Toolbar" at the top of your screen. By default, this bar displays the **Save**, **Undo Typing**, and **Repeat Typing** buttons.

The drop-down menu titled **Customize Quick Access Toolbar** to the right of the buttons allows you to customize this toolbar. There is a small list of commands available on this menu; to access others, look under **More Commands**.

This menu will pop up.

Commands on the right are the ones that will show up on the Quick Access Toolbar. Commands you can add to this list are on the left. These are listed in alphabetical order. The default list is comprised of **Popular Commands**; you can access more from the drop-down list above. I recommend that you choose **All Commands** to find any command you might be searching for. To add commands to the **Quick Access Toolbar**, click on the command to be added and click the "**Add > >**" button. You can change the order that the commands appear on the toolbar using the up and down arrows to the right of the list.

Additionally, you can add any command on the Ribbon to the Quick Access Toolbar by right-clicking and selecting **Add to Quick Access Toolbar**.

Some recommended commands:

New: Create a new document.
Open
Save
Undo Typing
Repeat Typing
Print
Print Preview
Font: Show the Font dialog box. (Used to be Format > Font)
Paragraph: Show the Paragraph dialog box. (Used to be Format > Paragraph)
Spelling & Grammar: Check the spelling and grammar of text in the document.
Set Language: Set the language used to check the spelling and grammar of the selected text.

Office Button

This new button gives you access to many of the same functions you used to find under the "File" menu. When you click this button, a drop-down menu appears with functions such as **New**, **Open**, **Save**, **Save As**, **Print**, etc. When nothing is selected, a list of recently opened documents appears on the right.

Saving Documents and Compatibility Mode

When saving documents in Word 2007, the default file extension is **.docx**. This is different from the extension used by past versions of Office, **.doc**. This can cause problems for anyone using a past version of Word trying to open a document saved as a 2007 document. While all University computers will be upgrading to the 2007 edition, some students and faculty will still be using earlier versions on their personal computers. Therefore, it may be considerate to save documents as Word 97-2003 documents.

To do this:

Office Button > **Save As…** > **Word 97-2003 Document**

The file will save as **.doc** and **[Compatibility Mode]** should appear next to the document name at the top of the screen. This document will be compatible with past versions of Word, but some functions exclusive to Word 2007 may be unavailable.

Document1 [Compatibility Mode]
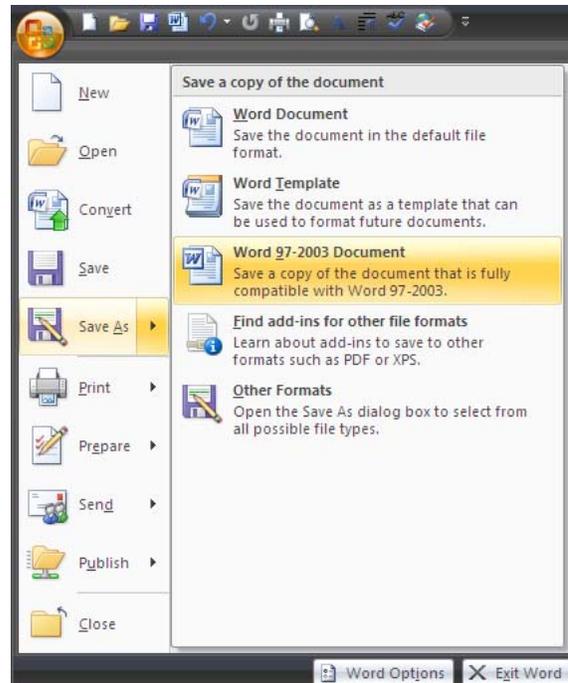
The Ribbon

The Ribbon refers to the list of commands available under particular tabs at the top of the screen. Commands are grouped by category; these groupings did not exist in past versions of Word. Therefore, while the ribbon is designed to provide easy access to commonly used commands, they may be difficult to find for those used to earlier versions.

The Ribbon is divided into eight tabs, and each tab is divided into groups of related items. Most commonly used commands are easy to find under this setup; however, not *all commands are listed in the Ribbon's tabs.*

At the bottom of some groups is a little button called a **Dialog Box Launcher**. Clicking on it will open a menu with more options related to that group; these menus are often exactly the same as they were in Word 2003.

The Ribbon can be minimized by double-clicking on any of its tabs. When minimized, the Ribbon will only appear if you click on a particular tab; otherwise, it will remain hidden.

Font

Though many of the commands that used to fall under the **Format** > **Font** command can now be found under the "Home" tab of the Ribbon, not all can be found there. By clicking on the Dialog Box Launcher to the right of the "Font" section of the "Home" tab, you can open the Font dialog box.

This menu is the same as it was in past Word editions. All commands can be found where they used to be.

Paragraph

Just as with the "Font" section, the "Paragraph" section of the "Home" tab on the Ribbon contains a Dialog Box Launcher at the bottom left that allows you access to the Paragraph dialog box.

This menu, like the Font dialog box, is the same as it was in past Word editions.

Styles

Styles have been featured in past Word editions, but they were not widely used. Word 2007 makes styles more prominent and easy to access. The "Styles" tab on the Ribbon allows you to modify selected text automatically according to the style—a predetermined font color, size, etc.—that you choose.

The default style for Word 2007 is Calibri, 11 point, 1.5 spacing. This style is hardly a standard choice. To create a style that will mimic the default Times New Roman, 12 point, single space format of Word 97-2003, follow these steps:

1. Click the Dialog Box Launcher under the "Styles" section in the "Home" tab.

2. Click on the button at the bottom-left of the menu to create a new style.
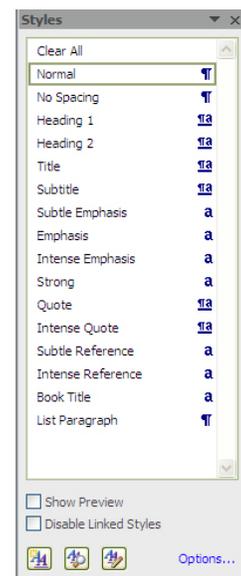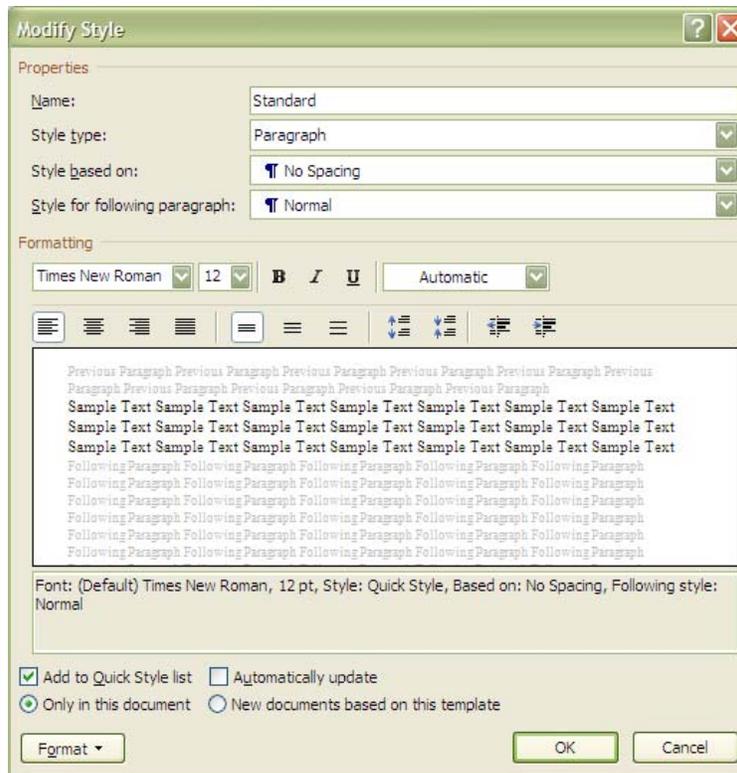
1. Using this menu, you can name your style, choose its type (Paragraph is the default), and select another style to base it on. Next to "Style for following paragraph," make sure that your new style is listed.

2. Under "Formatting," follow the picture above to set the font to Times New Roman, point 12, left justified. If needed, the third set of buttons can increase or decrease the spacing between the text.

3. The box at the bottom will tell you the coding for your style. It should read in relatively the same way it does in the picture above:

> Font: (Default) Times New Roman, 12 pt, Style: Quick Style, Based on: No Spacing, Following style: Normal

4. Check **Add to Quick Style list** to make it more easily accessible through the "Style" section of the "Home" tab.

5. Check **New documents based on this template** if you would like all new documents to use this style by default.

Status Bar

The **Status Bar** is the name for the bar at the bottom of the window, beneath the document. It can display a number of things; by default, it is relatively empty.

Right-clicking on it will display a box that will allow you to choose what you want displayed on the bar.
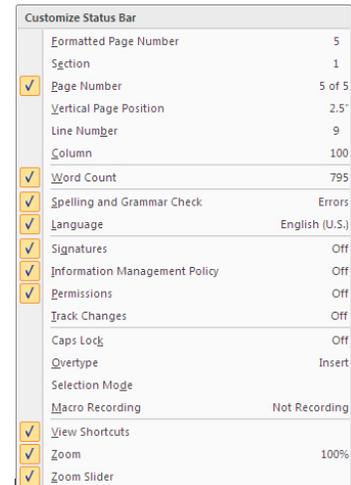
Language

You can change the language for Spell Check on the Status Bar at the bottom of the window. If you right click on an empty space of the Status Bar, you can customize what you see displayed there; checking "Language" will display the current language. Clicking there will allow you to change the language.

By default, Word 2007 is equipped with French and Spanish dictionaries. Other languages will require an installed language pack in order to check spelling and grammar. Faculty and staff in LAIS and MLC can borrow the Multilingual Language Pack installation DVDs from Sharon Scinicariello.