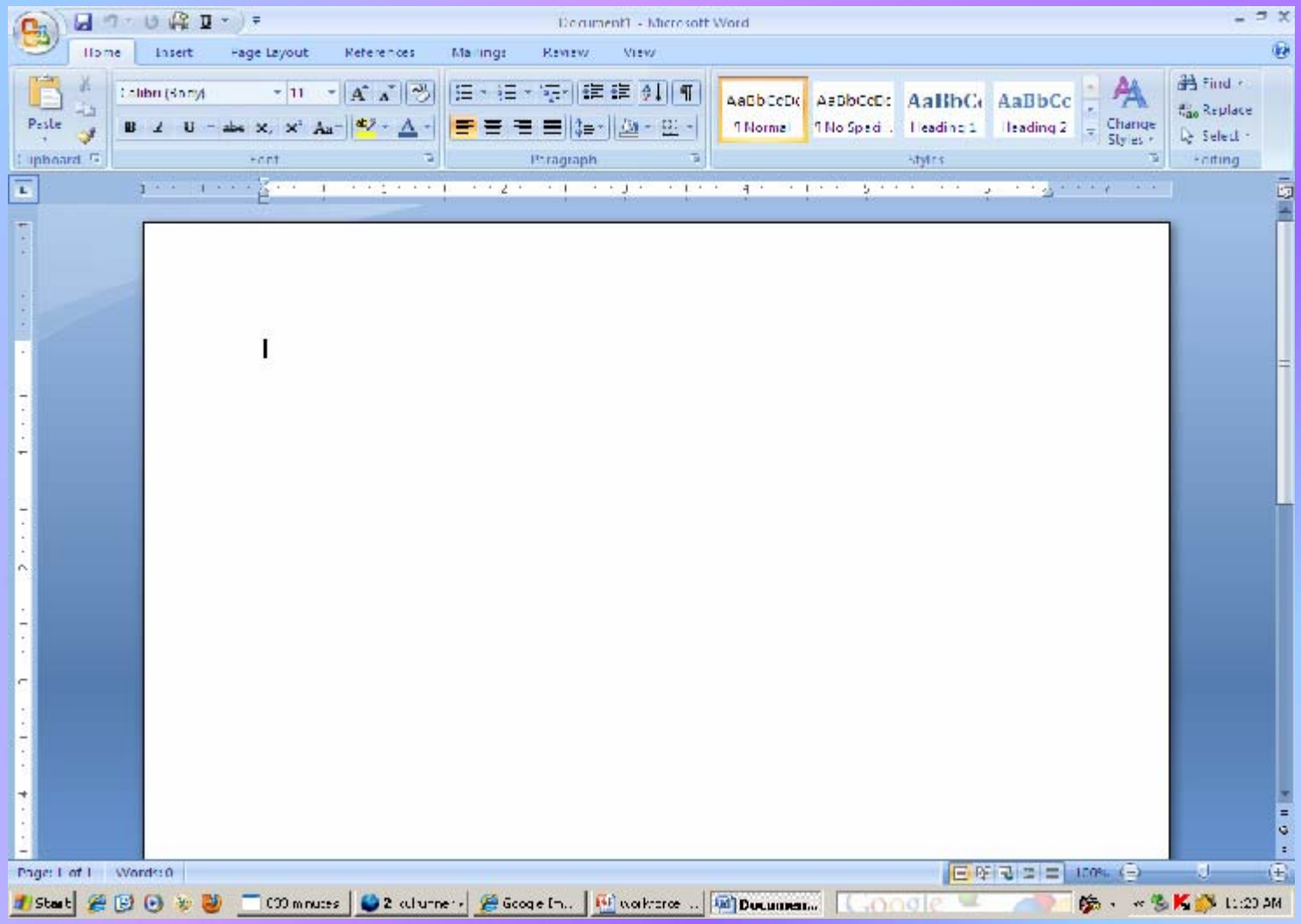
Beginning with Microsoft Word 2007

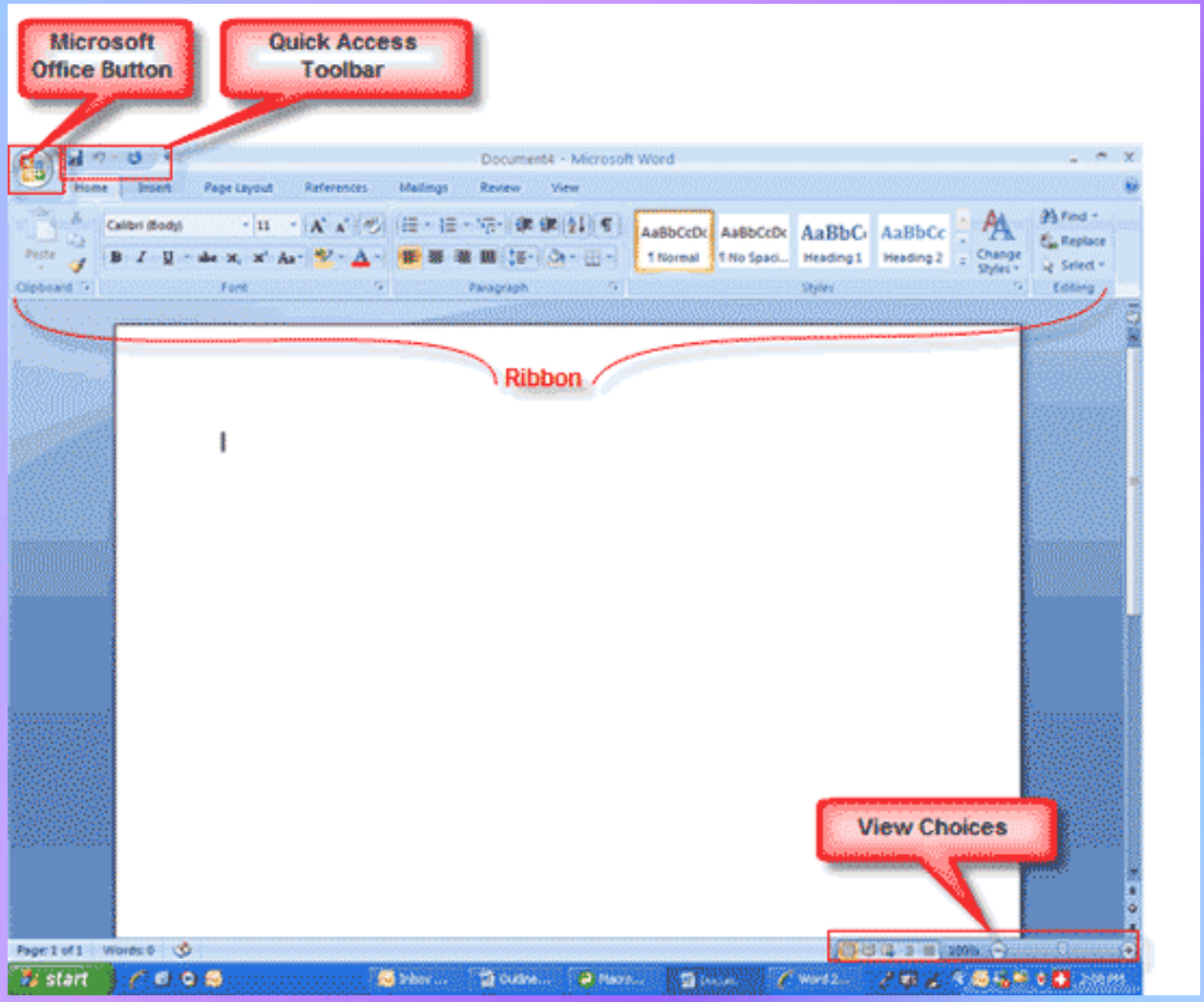
Microsoft Office Logo

Word Icon

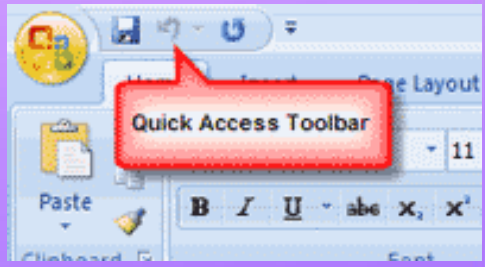
What Word Looks Like…



Beginners Tools…



Buttons at the Top of the Page



File Menu Button

Save Icon

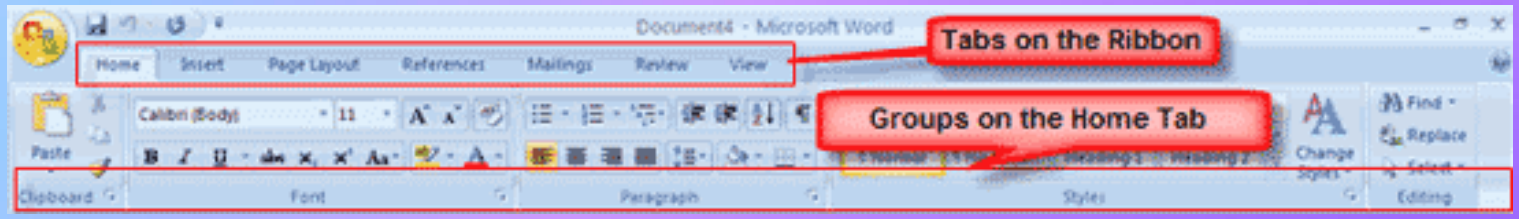
Undo Button

Re-do Button

Print (Without Preview) Icon

Underline Text

Ribbons and Page Features…



Each of the tabs contains the following tools:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

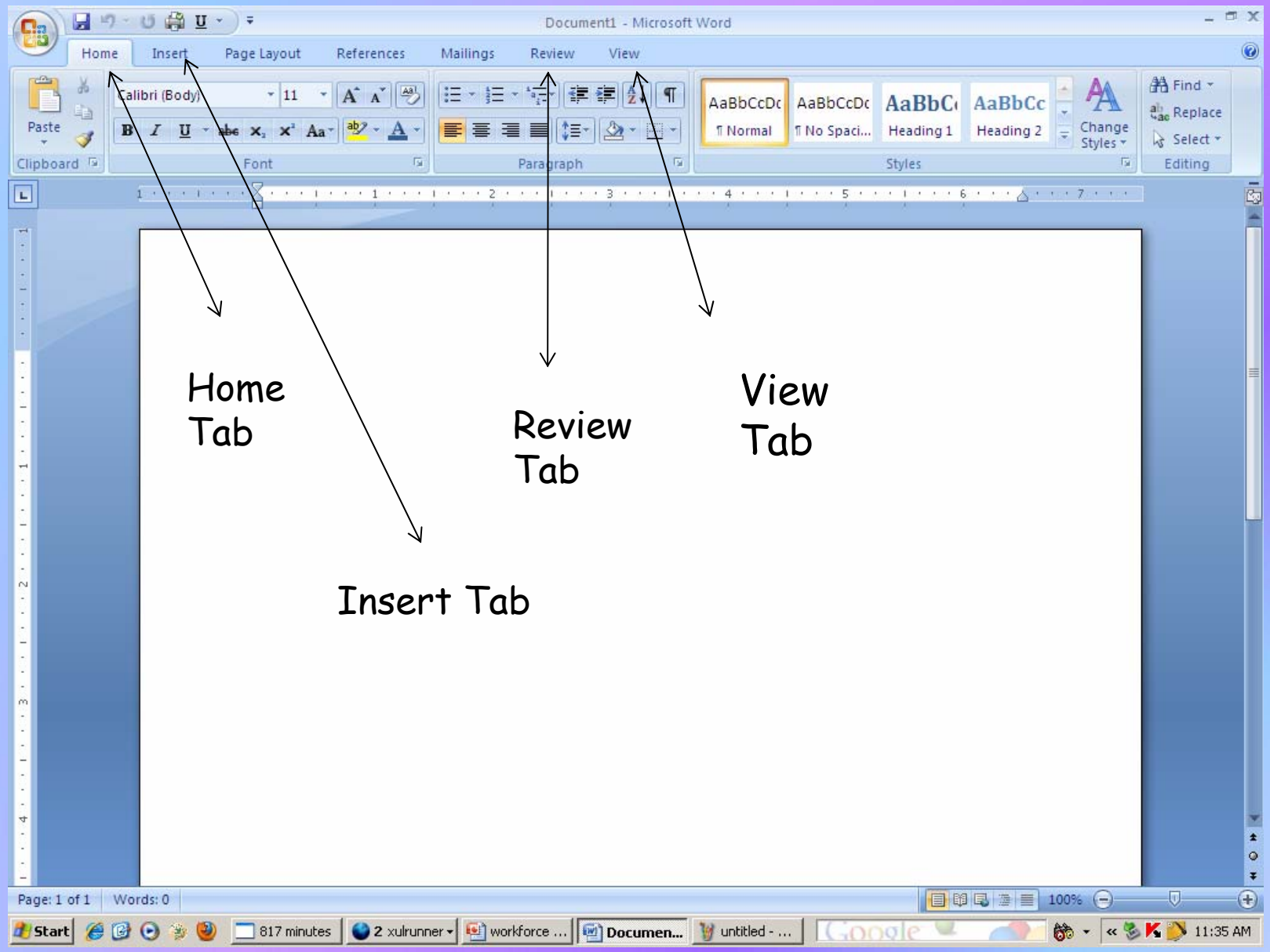
References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

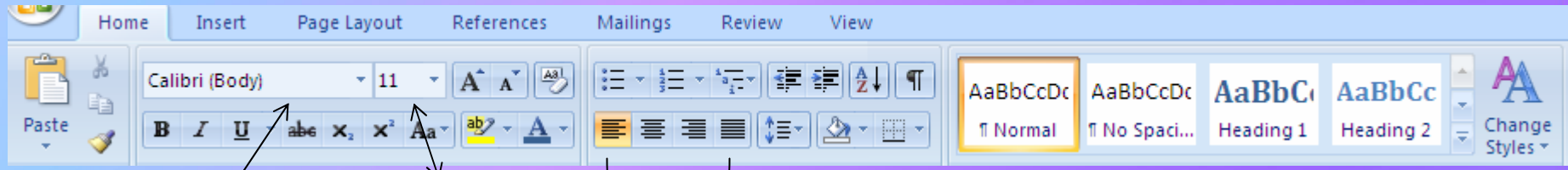
View: Document Views, Show/Hide, Zoom, Window, Macros

Ribbon Locations…A Closer Look



Tabs At The Top of the Page

Home Tab



Font type

Font size

Paragraph Alignment

Insert Tab

Insert Picture

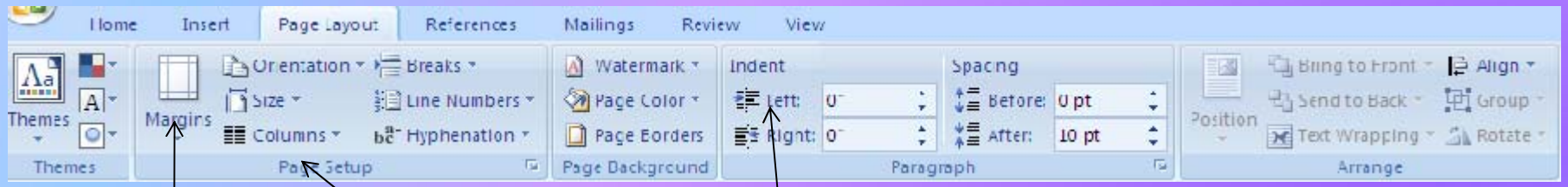
Insert charts

Insert Text

Insert WordArt

Tabs Continued…

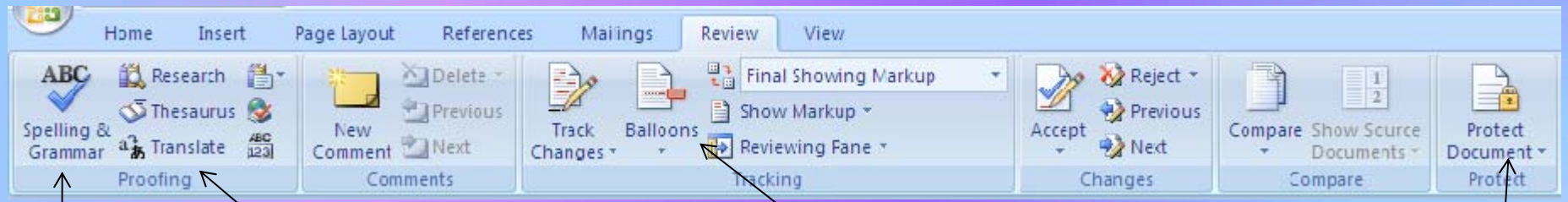
Page Layout



Margins

Columns

Indentation Options



Spelling and Grammar Check

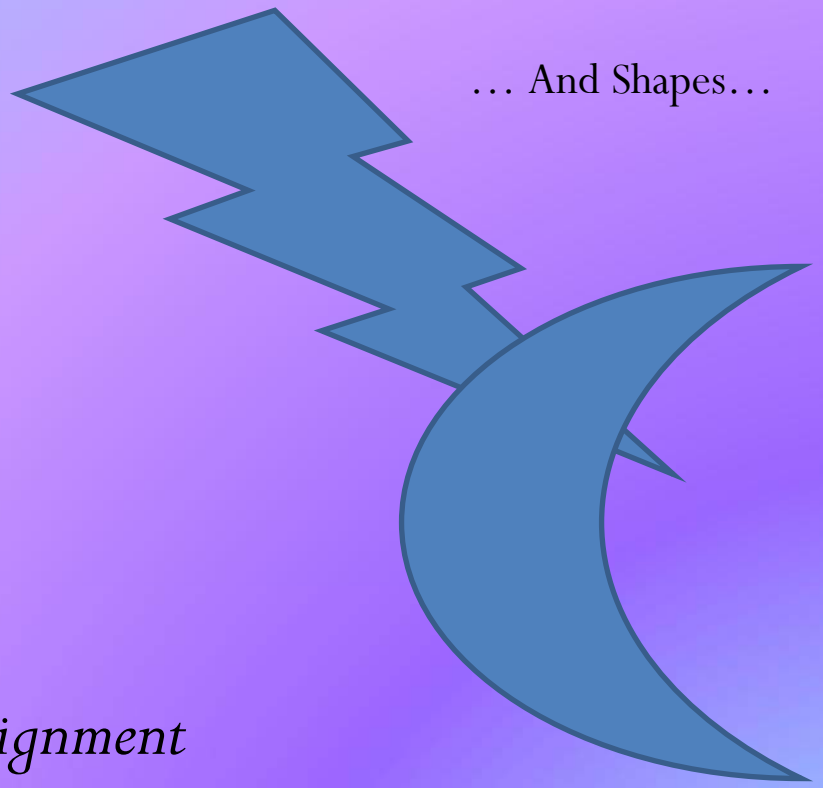
Translate and Thesaurus Features

Add Balloons

Document Protection

Home Tab **Features**

… And Shapes…



Bold

Underline

Italics

Left Alignment

Center Alignment

Right Alignment

Different FONTS Of All KINDS

DIFFERENT SIZE FONTS

Views and What They Can do For You…

There are many ways to view a document in Word.

Print Layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.

Full Screen Reading: This is a full view length view of a document. Good for viewing two pages at a time.

Web Layout: This is a view of the document as it would appear in a web browser.

Outline: This is an outline form of the document in the form of bullets.

Draft: This view does not display pictures or layouts, just text.

Keyboard Shortcuts in Word

Hold down CTRL and press A to highlight all of a document

Hold down CTRL and press C to copy a document

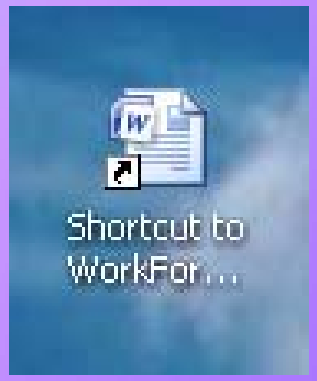
Hold down CTRL and press V to paste a document

Hold down CTRL and press Z to undo a mistakE

Highlighting In Word

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed.

Please Click on the desktop icon titled Work Force Application



Double click or right click and select Open to open this document!

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This has been a GiG… Geneva Information Gateway Production

Slideshow created by: Jenny Montemorano

Sponsored and Funded by the NYS BTOP Grant

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