

GETTING CONNECTED

Using Microsoft WORD 2007

Microsoft Office 2007 has a radically different look from earlier versions. The most obvious change is the "Ribbon" graphical user interface, which replaces the fixed command menu at the top of the screen with a series of tabs showing related commands. The Microsoft Office button in the top left corner is also new; it replaces the "File" menu.

Microsoft Office Button

Use this button for *New, Open, Save, Save As, Print* and *Close* commands.

Home Tab

Use for format commands such as *Cut, Copy, Paste, Bold, Italic, Left-Center-Right-Justified, Bullets & Numbering*, etc.

Insert Tab

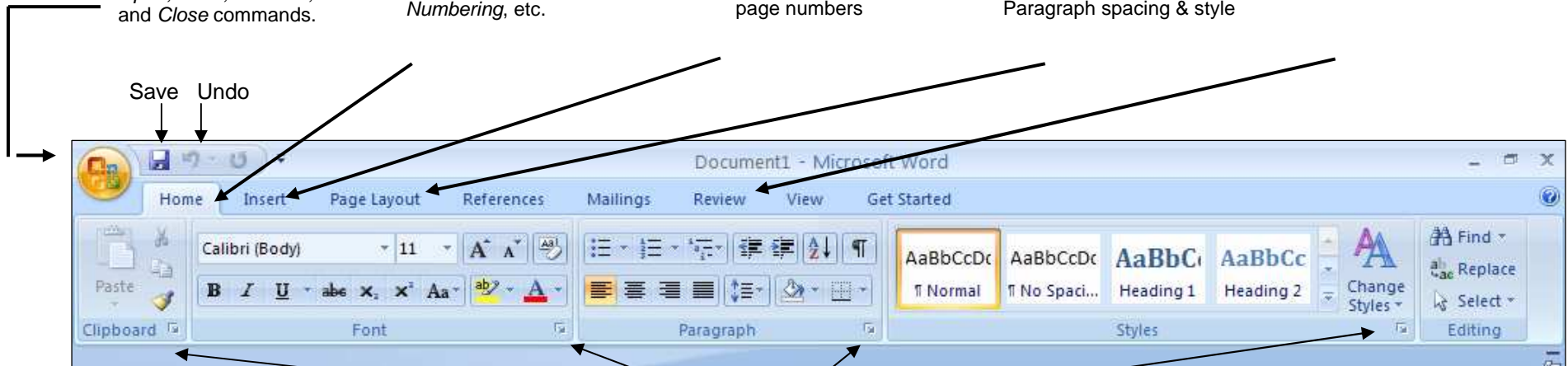
Use for commands to insert page breaks, pictures, header/footer, page numbers

Page Layout Tab

Use to change page orientation (Landscape or portrait), Margins, Color, Border, Line & Paragraph spacing & style

Review Tab

Use to access command for Spelling & Grammar Check



Click on the small 'Arrow Corner' to bring-up additional options.

SOME NEW FEATURES:

- **Automatic Citation Generator** – If you have selected a style format (MLA, APA, Turabian, etc.) from the Citations & Bibliography group on the **References Tab**, you will be able to generate your bibliography from the citations you have inserted.
- **New file format** – WORD 2007 will open documents created in previous versions, but saved documents will have a file extension of **.docx** (the "x" is new). One advantage of this is that file sizes will be smaller. But it also means that if you save a document in WORD 2007, you will not be able to open it in an older version of WORD unless you use the command "Save As" and select "Word 97 - 2003."

- **Live Preview** - temporarily applies formatting on selected text or object when you move mouse over any of the formatting buttons.
- **Preformatted page elements** – allows you to select “building blocks” for different types of content (such as cover pages) shown on the **Insert Tab** ribbon.

COMMON COMMANDS AND THEIR LOCATION:

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|---|---|
| • Borders – Page Layout Tab | • Page Numbering – Insert Tab |
| • Close – Microsoft Office Button | • Page Orientation (landscape or portrait) – Page Layout Tab |
| • Citation Format Styles – Insert Tab | • Paragraph & Line Spacing – Page Layout Tab |
| • Create PDF – Microsoft Office Button | • Paste – Home Tab |
| • Cut – Home Tab | • Print – Microsoft Office Button |
| • Font Changes – Home Tab | • Save & Save As – Microsoft Office Button |
| • Headers/Footers – Insert Tab | • Spelling & Grammar Check – Review Tab |
| • New – Microsoft Office Button | • Templates for different types of documents – Insert Tab |
| • Open – Microsoft Office Button | • Word Count – Task Bar at bottom of screen |

