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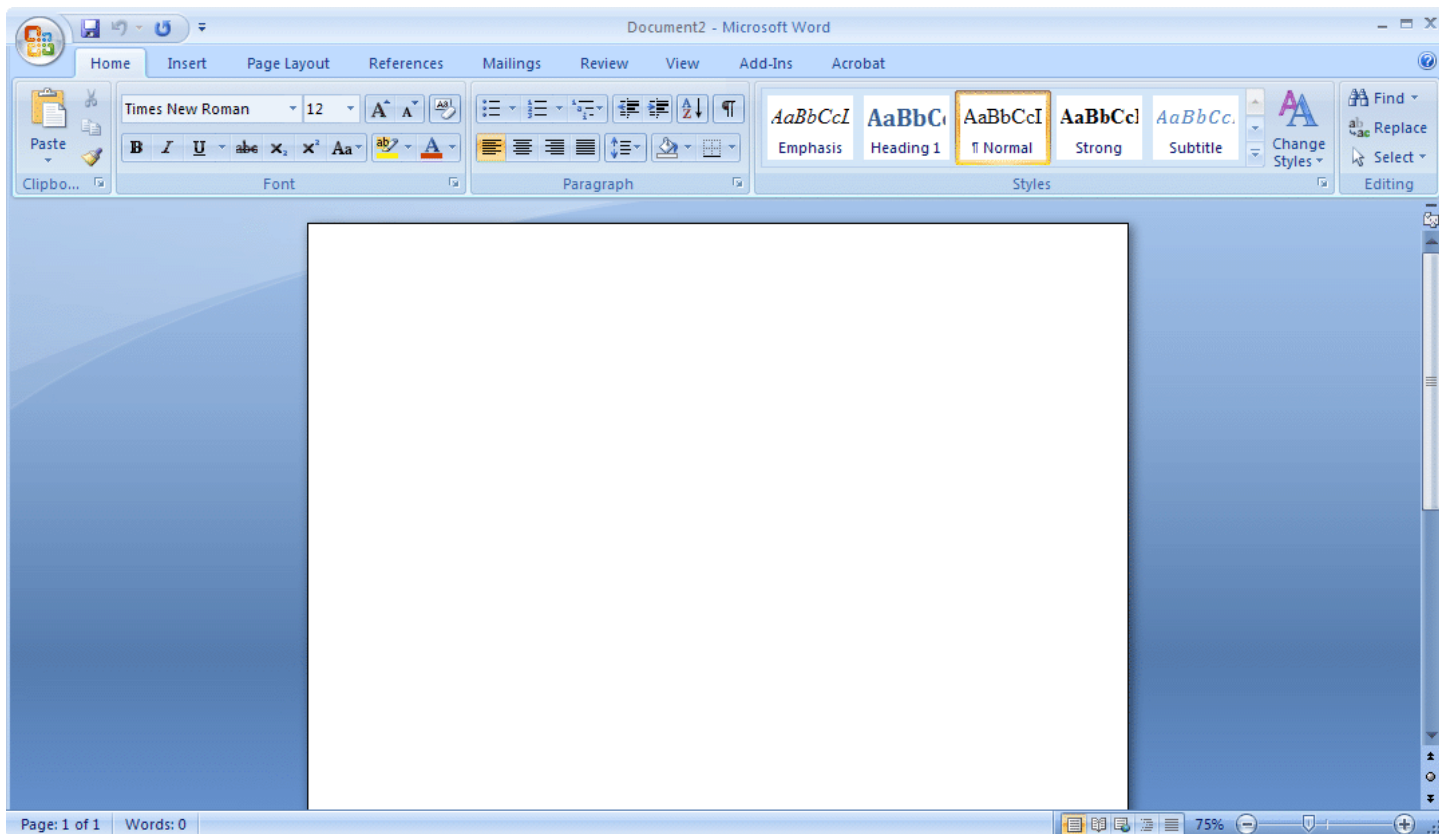
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Introduction to **Microsoft Word 2007**



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Introduction

Description:

This document will introduce you to Microsoft Word 2007 features and usage.

Prerequisites:

You should have a basic knowledge of Microsoft Windows and some familiarity with tabs and menus.

Goal(s):

Users should have an understanding of the new Ribbon, the Office button, saving options, and how to print documents using Microsoft Word 2007.

Content:

- The Microsoft Word 2007 “Fluent User Interface (UI)” and the Ribbon
- The New DOCX Format
- Creating, Editing, and Saving a Document
- Printing a Document
- Microsoft Word 2007 Help

Disclaimer:

The **Introduction to Microsoft Word 2007** is recommended for people unfamiliar with Office 2007 or Word 2007. Basic knowledge of the Windows Operating System (OS) is necessary in order to maximize understanding of this document. The images and examples found in this document are based on the Windows XP OS and may differ slightly from how it appears on Windows Vista, Mac OS, or other OS environments able to run Word 2007.

Questions regarding this document should be directed to:

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About Microsoft Word 2007

Microsoft Word 2007 is the latest incarnation of Word in the Office series available from Microsoft that features a newly revised User Interface (UI) called **Fluent UI**. Additionally, an updated menu interface called the **Ribbon** allows for quicker access to familiar and frequently used menu options through a more visual system of tabs.


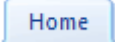
DOCX Format: Caveat for Word 2000, XP, and 2003 Users

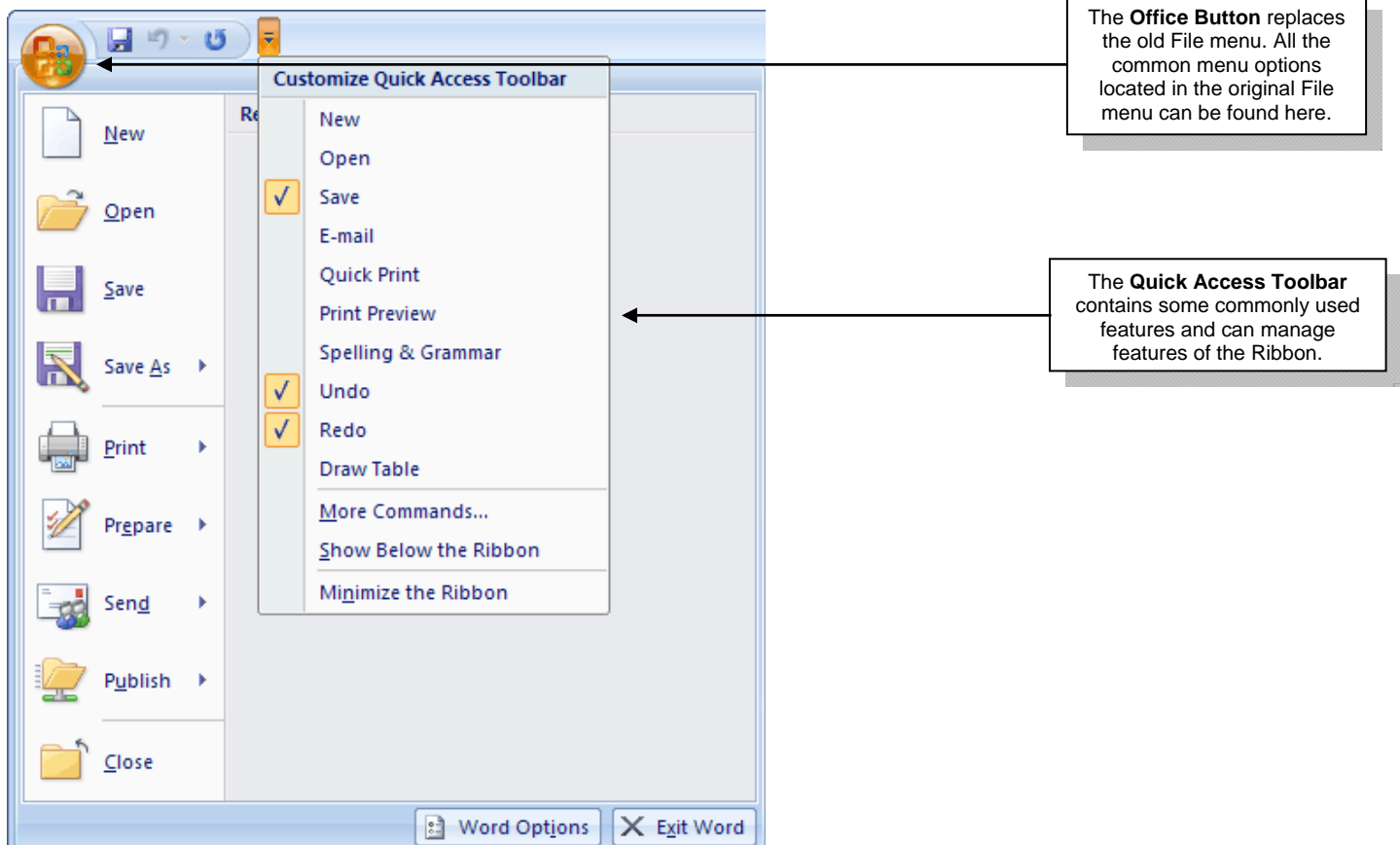
Microsoft Word 2007 introduces a new document format called DOCX. It is based on XML and is not backwards compatible with the classic DOC format of Office 2003 and all earlier incarnations of Word. As with other Microsoft Office suites preceding Office 2007, Word 2007 maintains the ability for users to use **Save As** to save documents in the Word 97 – 2003 format to maintain backwards compatibility with older versions of Word. Users of Office 2000, Office XP, and Office 2003 also have the ability to download and install the “**Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats**” which allows users of Office XP and Office 2003 to open, edit, and save Office 2007 files. Users of Office 2000 will be able to convert Office 2007 files to binary file formats using Windows Explorer. Visit <http://www.microsoft.com> for more information.

The Fluent User Interface (UI)

Microsoft engineered a new UI experience with Office 2007 in an attempt to simplify common menu tasks and make getting to often used features more intuitive. The result is the **Fluent UI**. The old-style **File** menu has been removed and now users are presented with a more visual menu system that features tabbed menus instead of intrusive drop-down menus. All the common menu options found in the old-style **File** menu are contained within each tabbed menu.

The Office Button

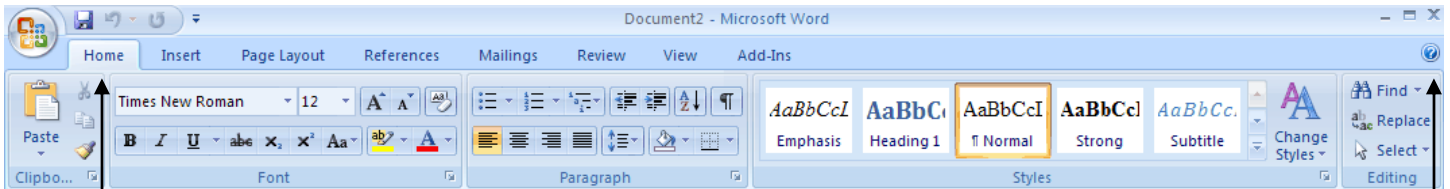
Getting familiar with Office 2007's new Ribbon can be a bit daunting at first but once you get familiar with the new Office button () and tabbed () menus, you'll find having all the common tools in front of you easier to navigate.



The Ribbon

The more graphical look and feel of the **Ribbon** introduces visual menu items for more intuitive learning of functions. As with previous version of Word, placing the mouse cursor over a menu item will detail what the function does.

The Office 2007 **Ribbon** is the whole menu system at the top.



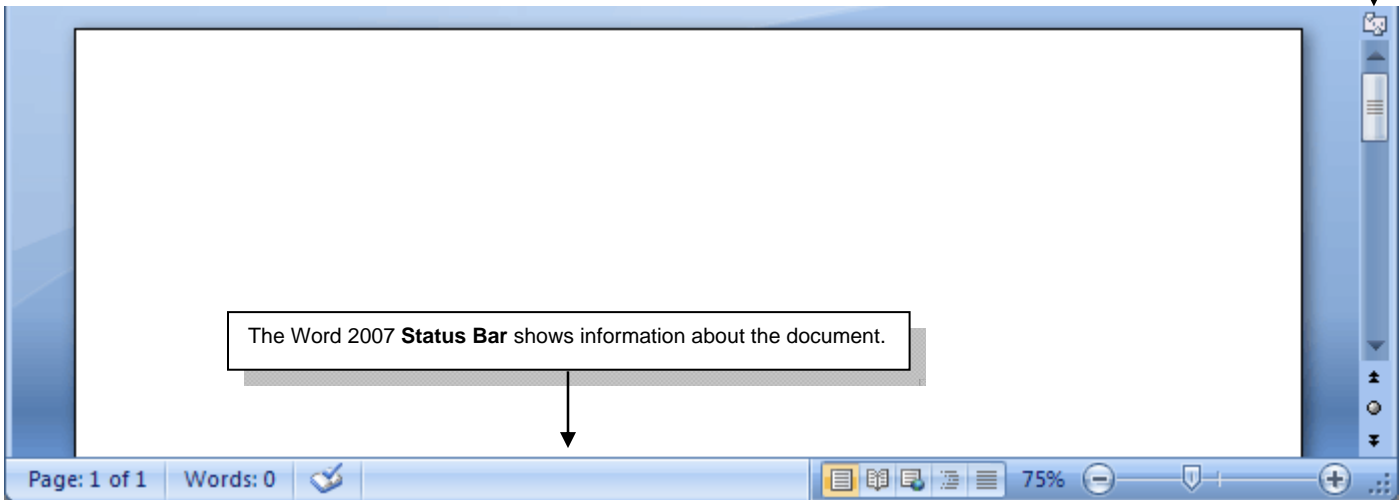
The **Home** tab contains the most common features. Font formatting, fonts, size, color, and justification are located here. Other tabs include **Insert**, **Page Layout**, **References**, **Mailings**, **Review**, **View**, and **Add-ins**.

The Word 2007 **Help Menu** icon allows you to search for help on performing tasks with Word.

Document Body Area Menus

All typing is done in the document body area. Some familiar menus have relocated to areas more closely tied to the document body.

The toggle for the **Ruler** is located here.




The Word 2007 **Status Bar** shows information about the document.


Spell Check has moved to the status bar.


Page View is now on the right.

Zooming is now done via a slider.


Opening and Saving a Document

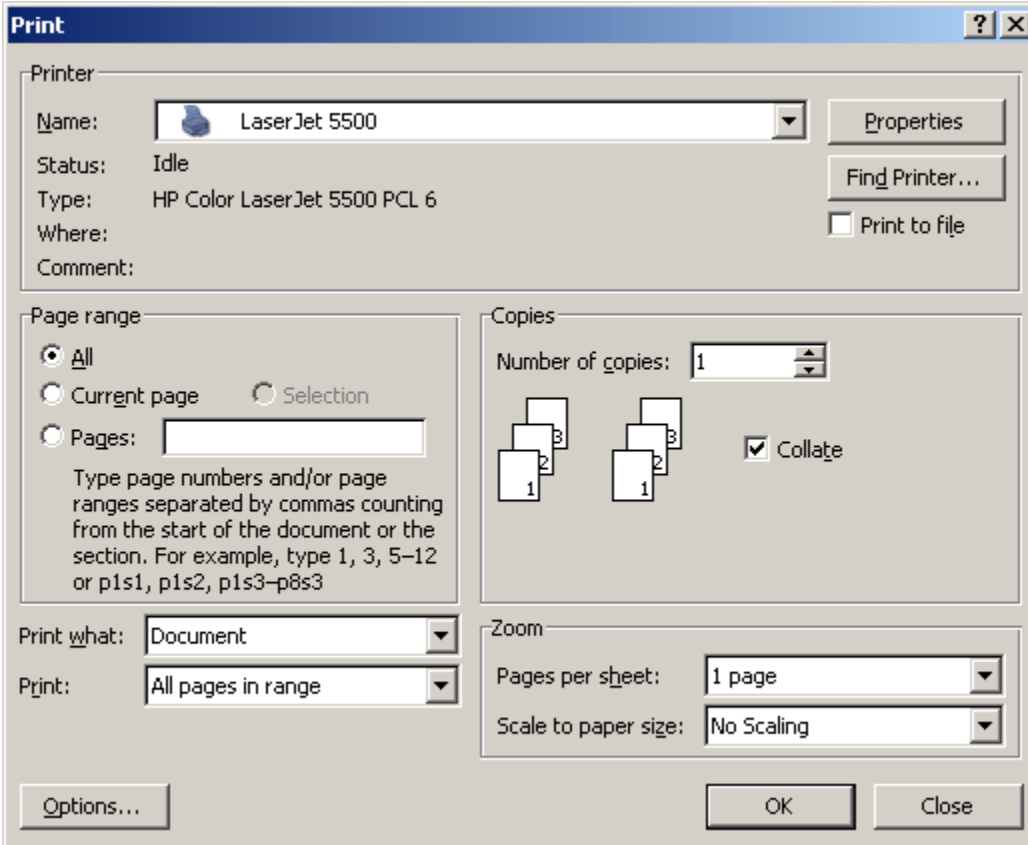
Opening a document from hard drive, USB drive, or other location can be accomplished by using My Computer () and browsing for your file.

It is also possible to open a Word document within Word 2007 by clicking the Office Button and choosing Open ().


To save a document, you click the Office Button and then click the Save button (). You can then browse for a location to save your document. Additionally, you may click **Save As** to choose an older or different Word format.

Printing a Document


To print a document, you click the Office Button and then click the Print icon (). You'll be presented with a print menu similar to the one in the graphic below.

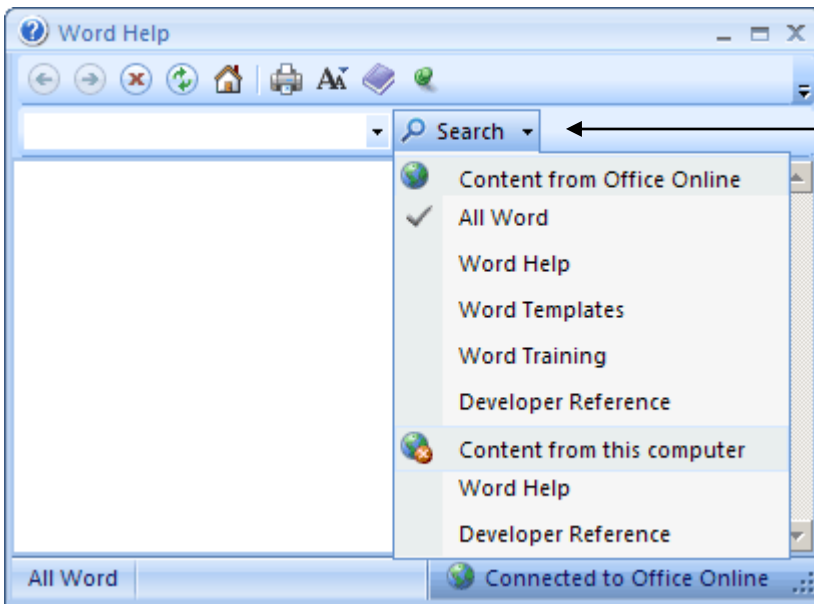


Single-Sided Printing

SCS lab computers print duplex (double-sided) by default as a cost savings to NEIU students. To print single-sided, you must click the **Properties** button from the menu shown above and then select "**General Everyday Printing**" ().

Microsoft Word Help

Microsoft Word help () can give you answers to common and specific questions regarding Word or its features. Enter a search term into the search field and click the **Search** button. Office Online has the most current help with Word 2007 and other Office 2007 applications.



The Word Help screen also has a drop-down menu to allow you to specify specific sources from which to search for help item.

Conclusion

Student Computing Services hopes this document has been useful in explaining the basic features of Word 2007. Please direct any comments you have concerning this document to Student Computing Services at scs@neiu.edu or at extension 4390.

Information Resources

Information regarding tutorials, E-Mail accounts, and lab locations is available at our departmental web site: <http://www.neiu.edu/~scs>