





MICROSOFT WORD 2007 Word Processing

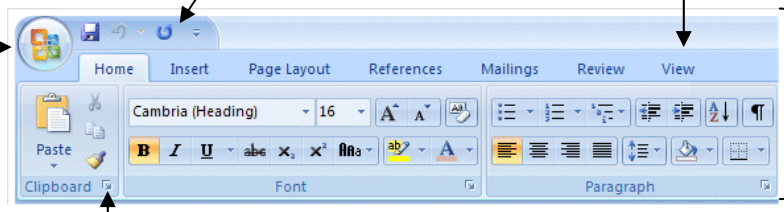


MULTIMEDIA LABS

ACCESSING WORD 2007

1. Log on to the network with your UCC Student ID and password you created.
2. Double click the **Student Applications** folder.
3. Double click the **Microsoft Office 2007** folder. 
4. Double click the **Microsoft Office Word 2007** icon. 
5. The "User Name" textbox will appear. Click **OK**.
6. If the "Welcome to Microsoft Office 2007" screen is displayed, click **OK**.
7. The Word window will appear with a blank document displayed.

GETTING TO KNOW THE RIBBON



Office Button is the place where you will find the commands to open, save or print a document. It has replaced the File Menu from old versions of Word.

Quick Access Toolbar contains commands that are used often.

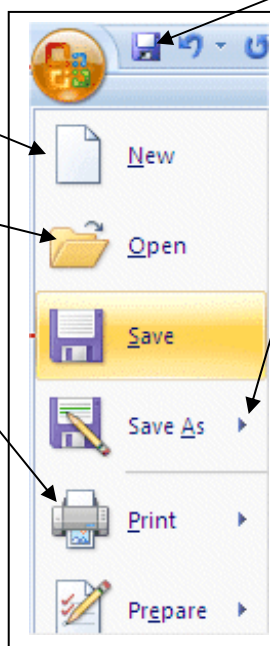
Tabs sit across the top of the ribbon. Each one represents a type of task.

Ribbon has replaced the drop-down menus of older versions of Office.

Dialog Box Launcher is the arrow you click to get more options for a Group.

Group is a set of related commands that you will need to accomplish a task.

USING THE MICROSOFT OFFICE BUTTON



Click **New** to start a New Document.

Click **Open** to Retrieve an Existing Document.

Click **Print** and then **OK** to print your document.

Click **Exit Word** when you are done.
Note: Be sure your work is saved before you exit the program.

It is very important to **Log Off** the computer when you are finished.

Click the diskette icon on the Quick Access toolbar to save your document every 5 minutes.

SAVING YOUR DOCUMENT FOR THE FIRST TIME

Click **Save As**.

To Save on a **flash drive**:

1. Insert your flash drive in the **USB port**.
2. Click the down arrow in the **Save In** box.
3. Click **Removable Disk (E: or F:)** to save to your flash drive.

To Save on the UCC Network **M: drive**:

1. Click the down arrow in the **Save In** box.
2. Click on your CWID **12345678 on Crfps03(M:)** to save on the network drive.

To Save on a **CD**:

1. Put your disk in the CD drive.
2. Click the down arrow in the **Save In** box.
3. Click **DVD/CD-RW drive (E:)** to save to a CD.

Type a name for your document in the **file name box**.

Click **Save**.

***Do NOT save your work to the My Documents folder or C: hard drive. Once you log off, your work will be deleted.**

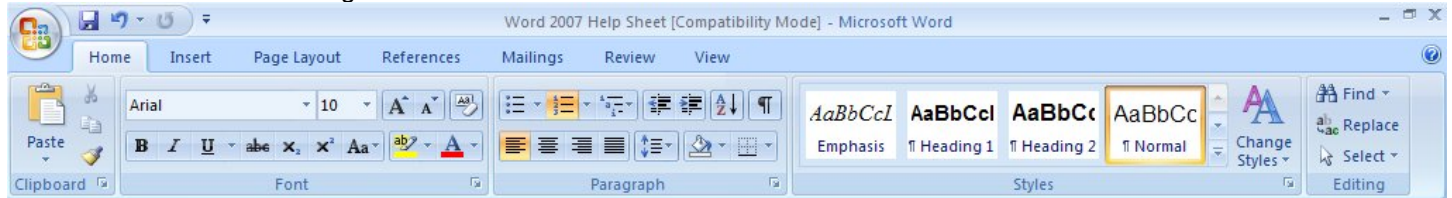
****Diskette Drives are being phased out as old computers are replaced so you need to get a flash drive.**

FORMATTING YOUR DOCUMENT

Note: To perform any of these changes, you must first highlight what you want to change. Click in front of the word or phrase to be changed and drag the mouse across it to highlight the word.

*OR: If you need to change the whole document, click **Select** under the **Editing** group at the right end of the Home Ribbon. Click **Select All**.*

The commands for formatting a document are found on the Home Ribbon.



CHANGING ATTRIBUTES:

Arial

Font – changes the font style. Click the down arrow to select a different font style.

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Font Size – changes the font size. Click the down arrow to select a different size.


B **Bold** – **bolds text.**


I **Italic** – *italicizes text.*


U **Underline** – underlines text.

CHANGING ALIGNMENT:

 **Align Left** – lines up text on left margin.

 **Align Center** – centers text between margins.

 **Align Right** – lines up text on right margin.

 **Justify** – lines up text evenly on both margins.

DOUBLE SPACING YOUR DOCUMENT

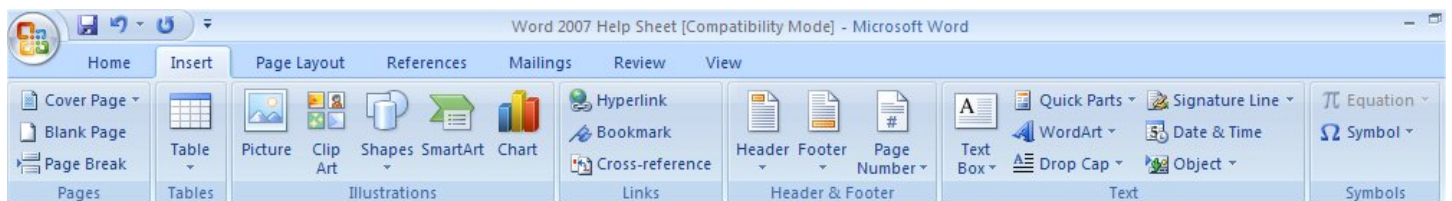
1. Highlight your document as explained above.
2. Click on the Line Spacing icon.



3. Click on the spacing option you want.

INSERTING OBJECTS INTO YOUR DOCUMENT

To display the Insert group, click on the **Insert** tab found on the **Ribbon**.



Click on the object you would like to insert. A dialog box will appear displaying a group of commands to allow you to customize the object.

ADDING PAGE NUMBERS



1. Click on the **Page Number** icon found on the **Insert Ribbon**.
2. Select the position and alignment of the page number using the drop-down list.

ADDING A HEADER

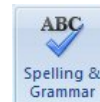
1. Position your cursor at the very top of the page and double-click. The Header textbox is displayed and the Header ribbon appears.
2. Type in the information you want to be displayed in the header and footer



3. Click **Close Header & Footer** icon when you are finished.

CHECKING SPELLING

1. Click on the **Review** tab. The Review Ribbon is displayed.
2. Position your cursor at the top of the page and click the Spelling and Grammar check button.



Spelling errors and unrecognized words are underlined in red.
Grammar and spacing errors are underlined in green.
Possible incorrect word usage in a sentence is underlined in blue.

WORD COUNT

The count is located at the bottom left corner of the screen. It is a running total of the number of words typed.