

Microsoft Word 2007 Tutorial

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References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

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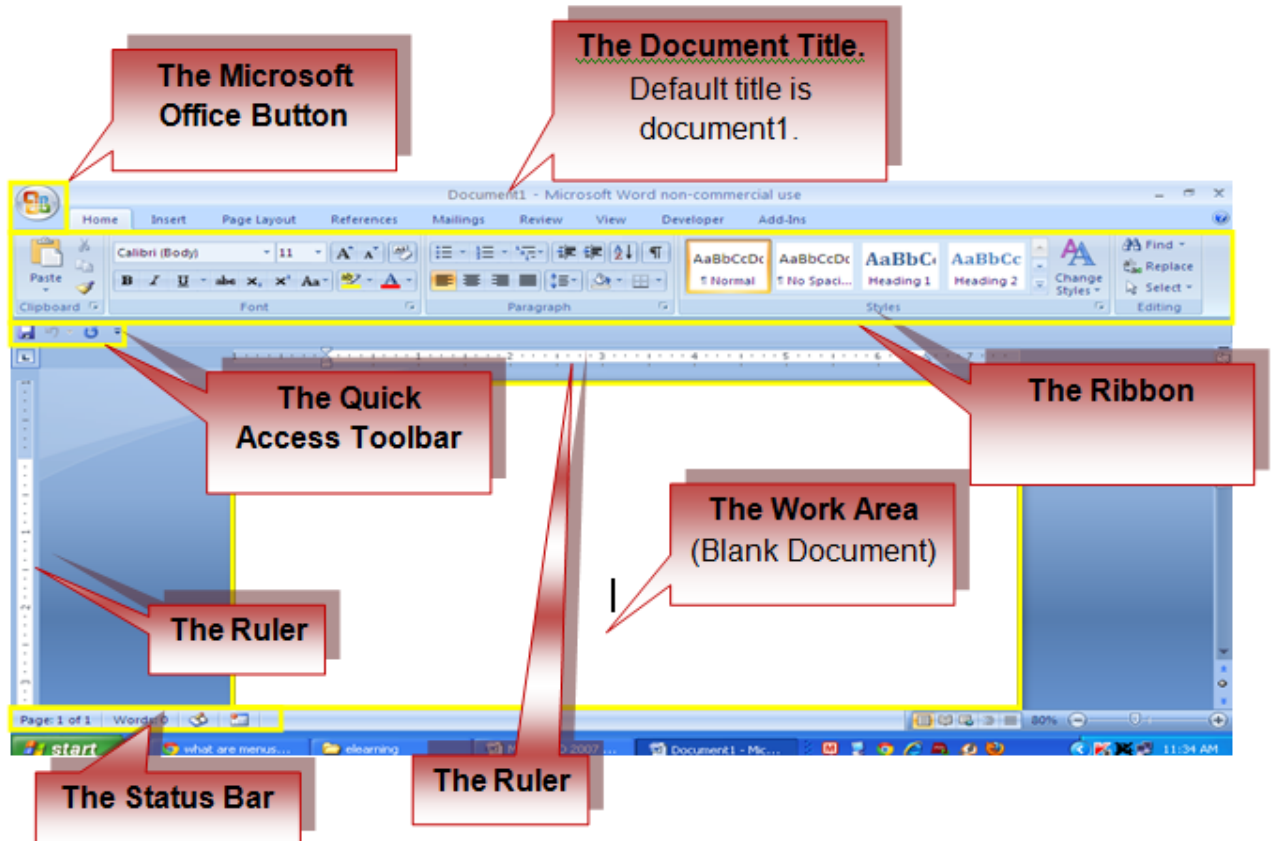
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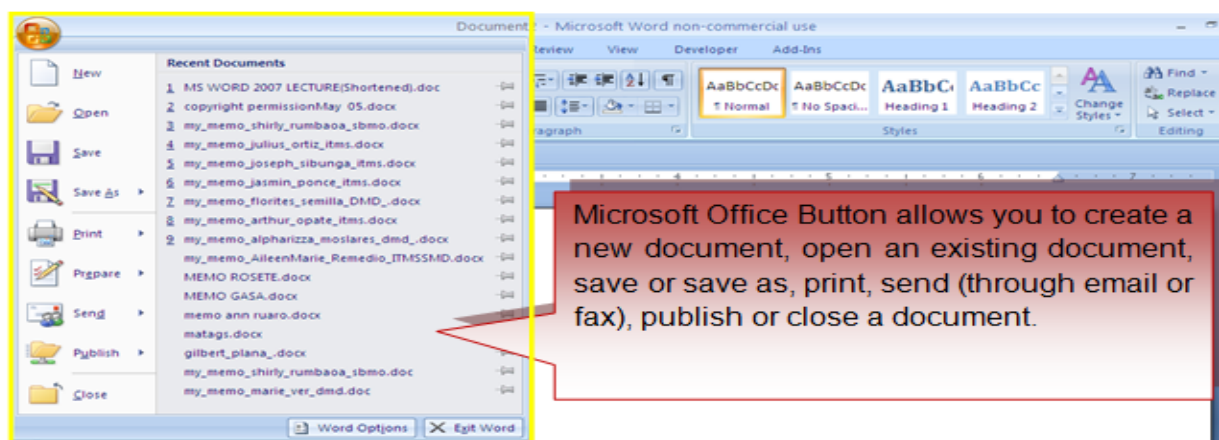
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Chapter 1: The Word Environment

THE SCREEN LAYOUT



THE MICROSOFT OFFICE BUTTON



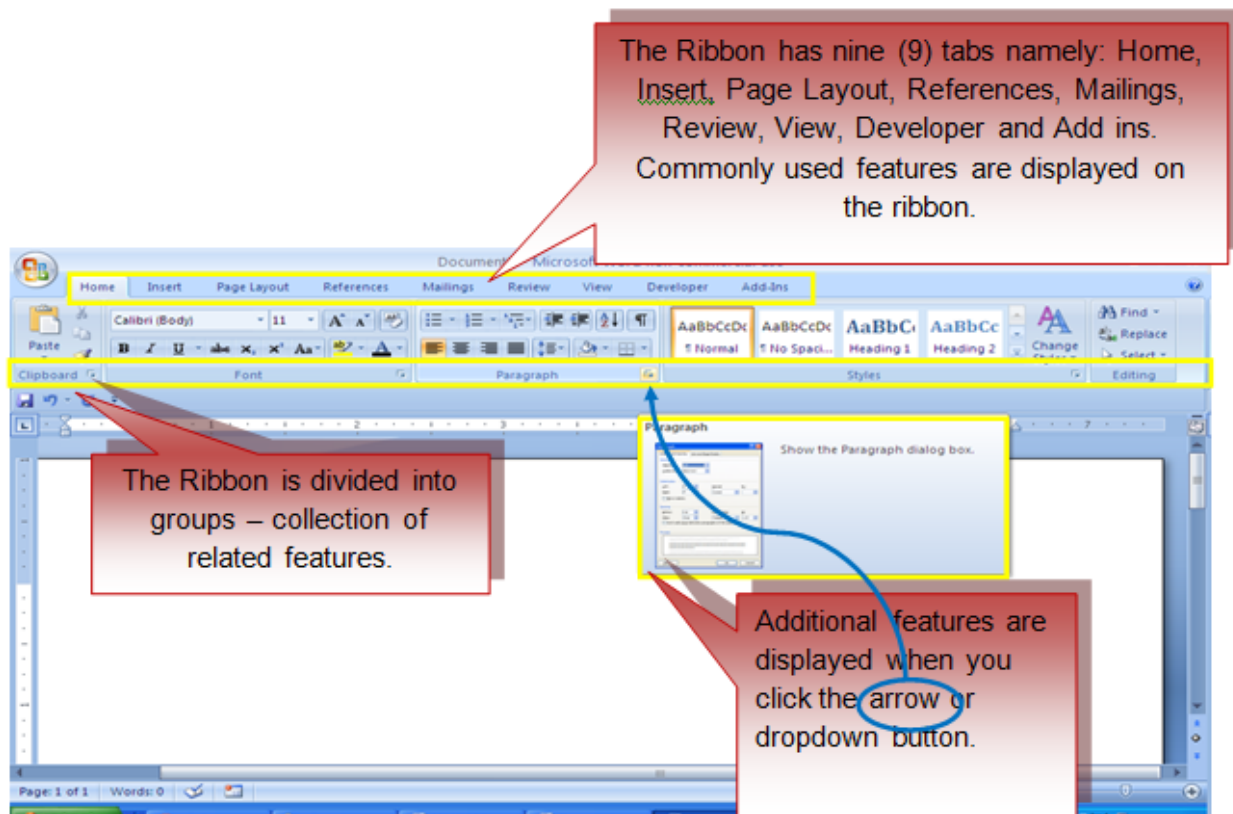
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THE RIBBON



Groups in each tab are the following:

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

Developer: Code, Controls, XML, Protect, Templates

Add-Ins: Menu Commands, Toolbar Commands

References:

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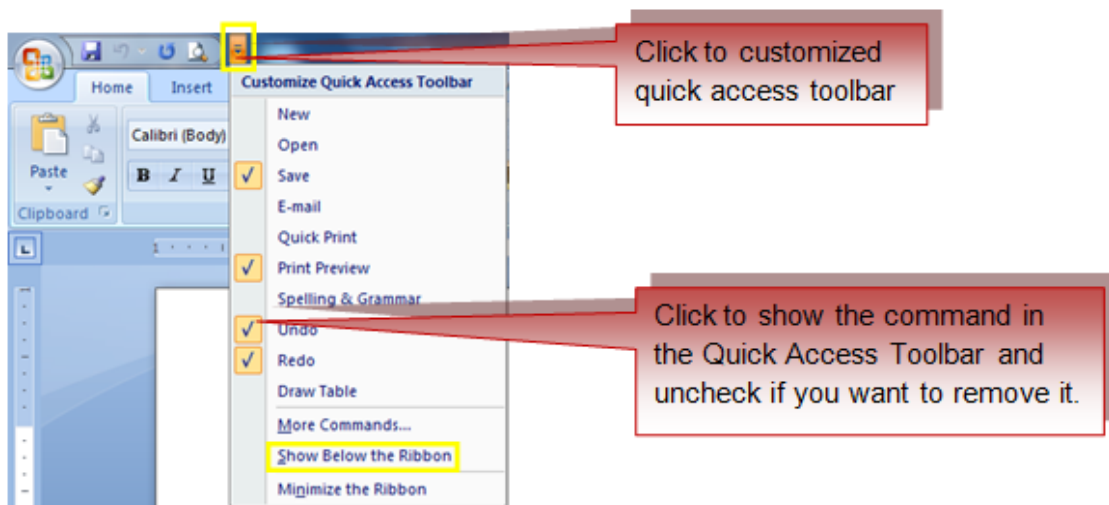
QUICK ACCESS TOOLBAR

The Quick Access Toolbar (QAT) is a Windows Office feature that contains a set of predefined or commonly used commands. The QAT is located in the upper left-hand corner of an Office application. It may be displayed either above or below the ribbon.

Move the Quick Access Toolbar

Ways to move the QAT:

- Click **Customize Quick Access Toolbar** .
- In the list, click **Show Below the Ribbon** or **Show Above the Ribbon**.



Add a command to the Quick Access Toolbar

Ways to add commands in the QAT:

- On the Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
- Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.
 - The buttons in the QAT cannot be resized.
 - The Quick Access Toolbar cannot be displayed on multiple lines.
 - Only commands can be added to the Quick Access Toolbar.

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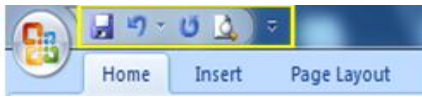
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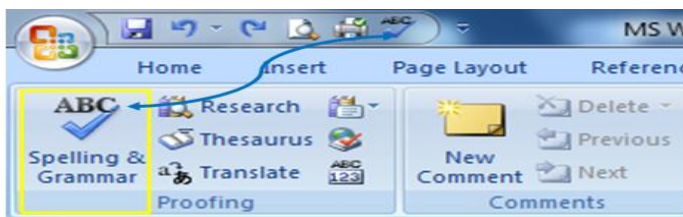
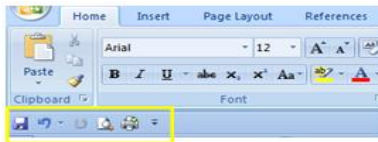
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Location of QAT as follows:

- Upper-left corner next to the **Microsoft Office Button**  (default location)




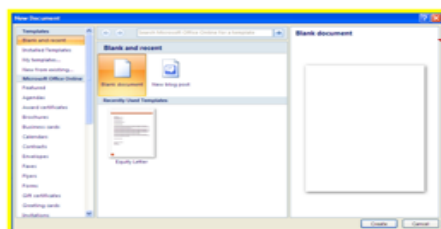
- Below the Ribbon, which is part of the Microsoft Office Fluent user interface



Chapter 2: The Word Document

CREATE A NEW DOCUMENT

- Click the **Microsoft Office Button** , and then click **New** or
- Press CTRL+N on the keyboard
 - When you click on the Microsoft Office Button and Click **New**, New Document Dialogue box will be displayed. You can choose on the following options:
 - A blank document, workbook, or presentation.
 - A document, workbook, or presentation from a template.
 - A new document, workbook, or presentation from an existing file.
 - Click **Blank**, if you wish to start from a blank document.
 - When you press CTRL+N on the keyboard, a blank document will appear.



The New Document dialog box


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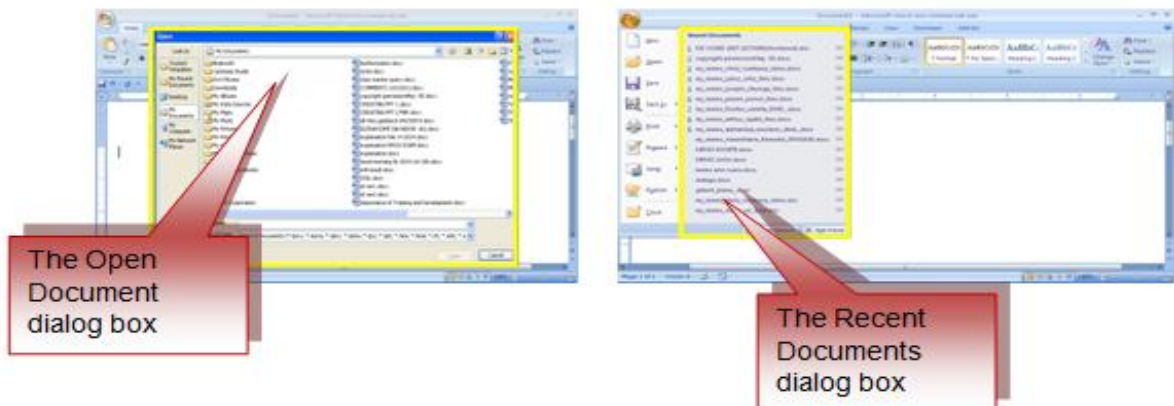
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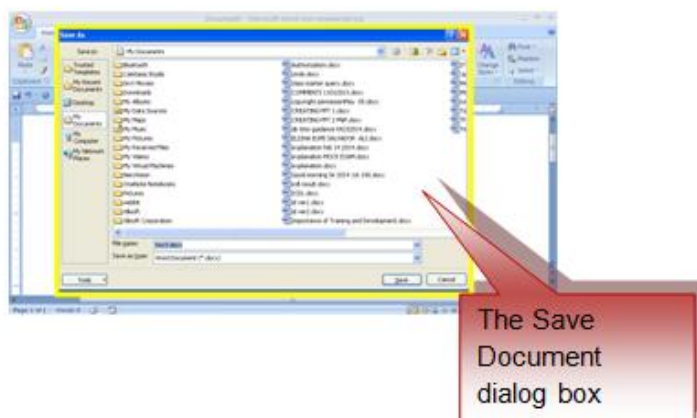
OPENING AN EXISTING DOCUMENT

- Click the **Microsoft Office Button** , then click **Open** and select the file you want to open in the open document dialog box, or
- Press CTRL+O on the keyboard and select the file you want to open in the open document dialog box, or
- Click the **Microsoft Office Button** and click the name of the recently used the document in the **Recent Documents**.



SAVING A DOCUMENT

- Click the **Microsoft Office Button** , then click **Save** or **Save as** and in the save document dialog box, type the filename then click save, or
- Press CTRL+S on the keyboard and in the save document dialog box, type the filename then click save, or
- Click the **Diskette** icon on the Quick Access Toolbar.
- If you wish to save your work in a lower version, click **Save As**, and Click **Word 97-2003** or in the save dialog box, change the file type into Word 97-2003 format.



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DOCUMENT VIEWS

- **Print Layout:** Shows how text, graphics, and other elements will be positioned on the page when printed.
- **Full Screen Reading:** A full- screen view of a document. It displays two pages at a time. It is useful for proof-reading.
- **Web Layout:** Shows how the document will look as a web page.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** Displays a document as a continuous text scroll; page breaks are denoted by dashed lines.

Ways to view a document in different forms:

- Click the document views shortcuts at the bottom of the screen, or
- Click the **View Tab** on the Ribbon and Click on the appropriate document view.

CLOSING A DOCUMENT

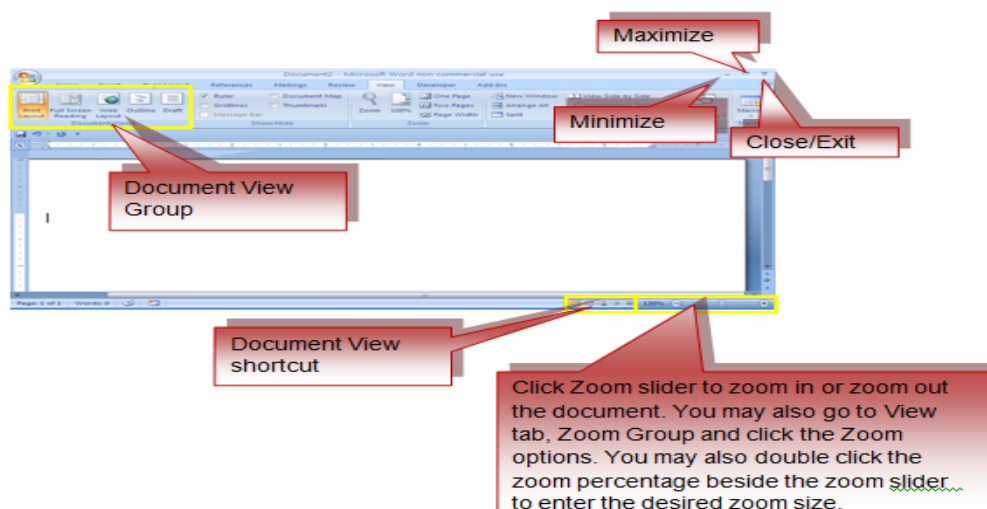
Ways to close a document:

- Click the **Office Button**, then Click **Close**, or
- Press ALT+F4 on the keyboard, or
- Click x button at the upper rightmost portion of the document.

WORD OPTIONS

Ways to access other customizable options:

- Click the **Office Button**
- Click **Word Options**



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Chapter 3: Document Editing

TYPING AND INSERTING TEXT

When you start typing, the text will appear where the blinking cursor is located. You can move the cursor by using the arrow keys on the keyboard or using the mouse pointer.

Keyboard shortcuts that maybe used to position the cursor within the document:

MOVE ACTION	KEYSTROKE
Next line	ENTER
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

SELECTING TEXT

- Press the left mouse button and select the select the text, or
- Hold down the **SHIFT** key on the keyboard and highlight text using the arrow keys.
- Other shortcuts used in selecting text:

SELECTION	SHORTCUT
Whole word	Double-click within the word
Whole paragraph	Triple-click within the paragraph
Several words or lines	Drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	Choose Editing Select Select All from the Ribbon, or press CTRL+A

DESELECTING TEXT

- Click anywhere on the page outside of the selection, or
- Press an arrow key on the keyboard.

INSERTING ADDITIONAL TEXT

- **Type Text:**
 - Place your cursor where you want to add the text
 - Start typing

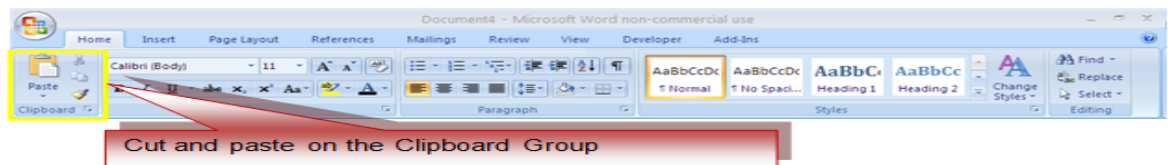
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- **Copy and Paste Text:**
 - Highlight the text you wish to copy then right click and click **Copy**
 - Place your cursor where you want to put the text in the document
 - Right click and click **Paste**.
- **Cut and Paste Text:**
 - Highlight the text you wish to copy
 - Right click and click **Cut**, place your cursor where you want to put the text in the document
 - Right click and click **Paste**.
- **Drag Text:**
 - Highlight the text you wish to move, left click on the highlighted text
 - Drag it to where you want to place the text in the document.
- **Use the Clipboard Group in the Ribbon**



DELETING TEXT

- Use the **BACKSPACE** key on the keyboard to delete text on the left
- Use **DELETE** key on the keyboard to delete text on the right.
- To delete a large selection of text, highlight the text and press the **DELETE** key.

SEARCH AND REPLACE TEXT

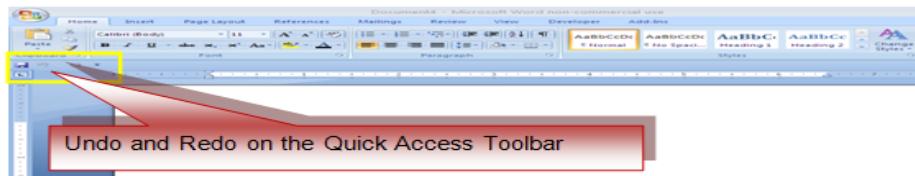
- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.
- Press CTRL+F on the keyboard

UNDO CHANGES

- Click the **Undo Button** on the Quick Access Toolbar, or
- Press CTRL+Z on the keyboard

REDO CHANGES

- Click the **Redo Button** on the Quick Access Toolbar, or
- Press CTRL+Y on the keyboard



Chapter 4: Text Formatting

STYLES

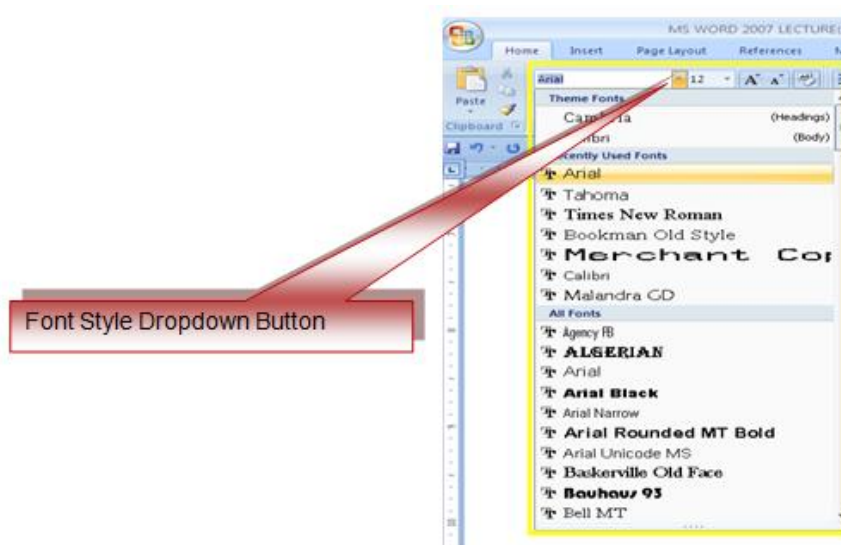
Styles are formatting tools that include font typefaces/style, font size, effects colors etc. It is located in the Home Tab of the Ribbon.



CHANGE FONT AND SIZE

Ways to change the Font Typefaces/Style:

- Click the **the Font Style dropdown list** and choose the appropriate font style.



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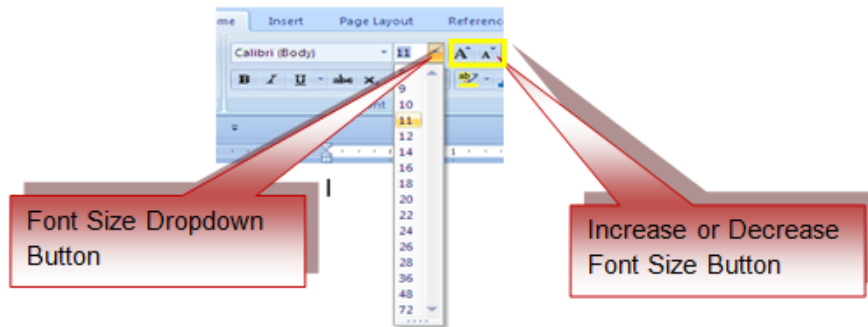
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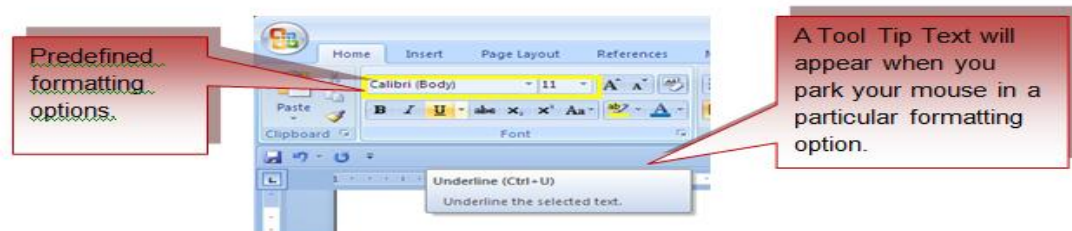
Ways to change the font size:

- Click the **Font Size dropdown list** and choose the appropriate font size, or
- Click the **increase or decrease font size buttons** or you may just type the desired font size.



FONT STYLES EFFECTS

Font style effects include the following: Bold, Italic, Underline, Strikethrough, Subscript, Superscript and Change Case. These formatting options are located in the font group.



CHANGE TEXT COLOR

Ways to change the text color:

- Select the text and click the **Colors** button in the Font Group, or
- Highlight the text and right click and choose the colors button, or
- Select the color by clicking the dropdown arrow next to the color button.



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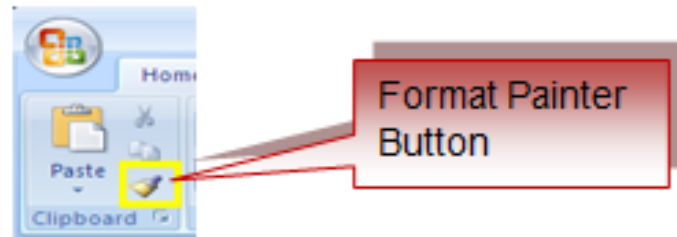
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COPY FORMATTING

Ways to copy the format of a particular word or text:

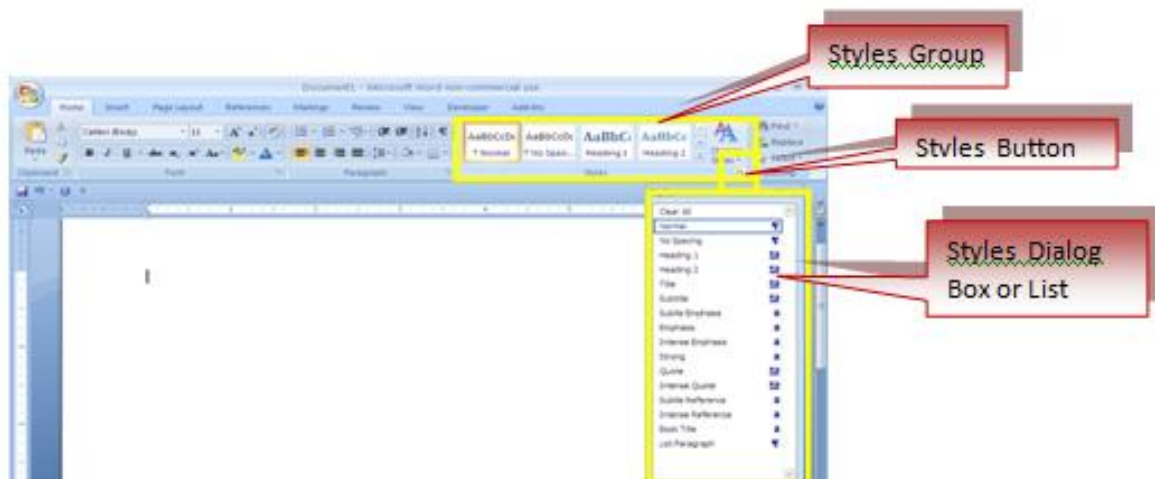
- Select the word with the formatting you want to copy.
- Click the **Format Painter** button on the Clipboard Group on the Home Tab
- Apply the copied format on a selected word or text.



CLEAR FORMATTING

Ways to clear text formatting:

- Select the text you wish to clear the formatting.
- Click the **Styles** button on the Styles Group on the Home Tab.
- Click **Clear All** in the Style dialogue box.



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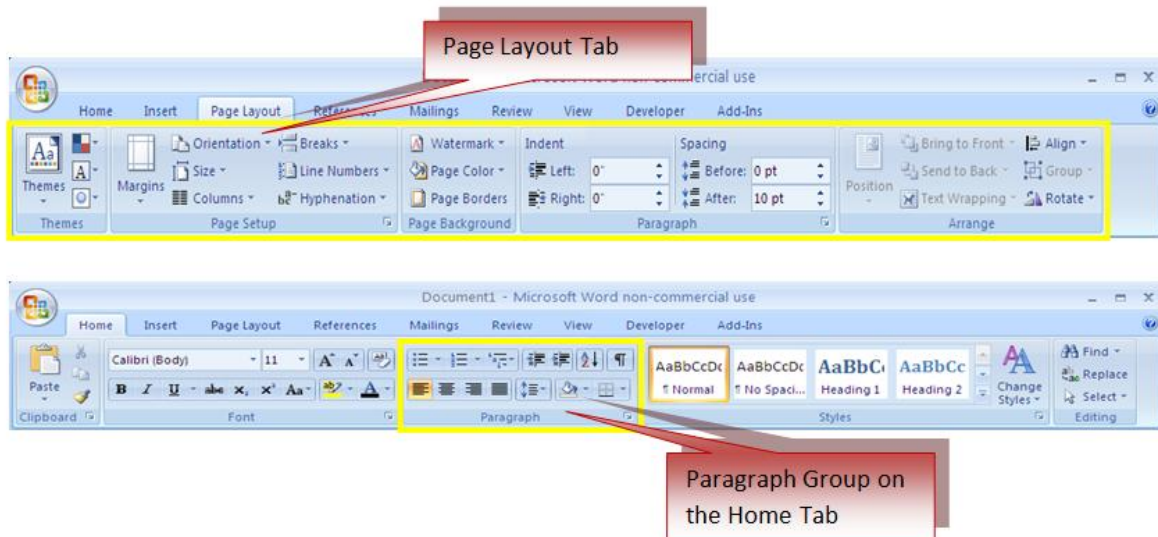
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Chapter 5: Paragraph Formatting

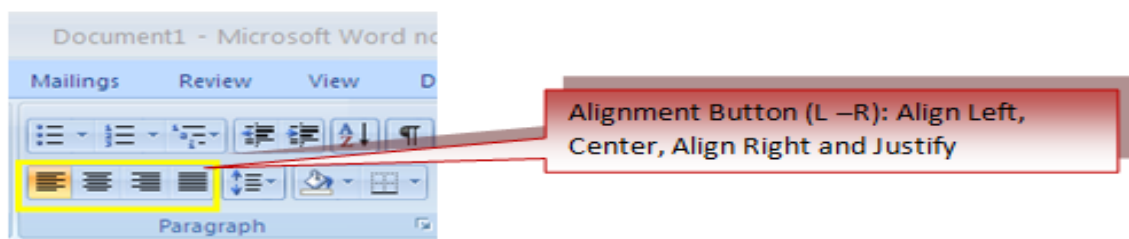
The paragraph formatting can be accessed **Page Layout Tab** or the **Paragraph Group** in the Home Tab of the Ribbon.



CHANGE PARAGRAPH ALIGNMENT

Ways to change the alignment:

- Click the **Home Tab**
- Choose the appropriate alignment button on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** the text is centered within your margins
 - **Align Right:** the text is aligned with your right margin.
 - **Justify:** the text is aligned with both the left and right margins.



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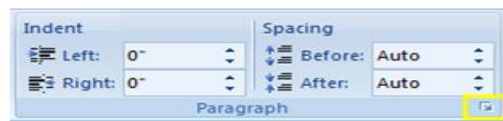
INDENT PARAGRAPHS

Indent is used to describe the distance of the paragraph from either the left or the right margin. You can increase or decrease the indentation of a paragraph or group of paragraphs or create a negative indent (also known as an outdent), which pulls the paragraph out toward the left margin.

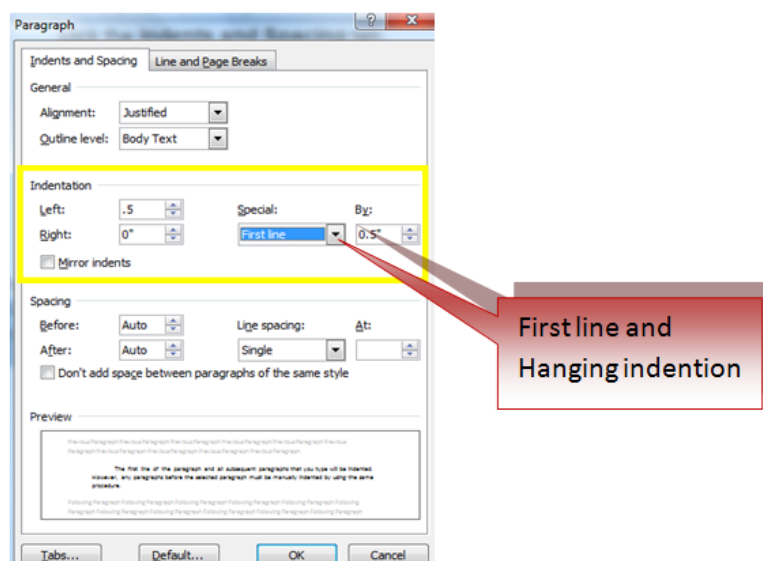


INDENT ONLY THE FIRST LINE OF A PARAGRAPH

- Click in front of the line that you want to indent.
- On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.
- In the **Special** list under **Indentation**, click **First line**, and then in the **By** box, set the amount of space that you want the first line to be indented.



The first line of the paragraph and all subsequent paragraphs will be indented. Any paragraphs before the selected paragraph must be manually indented by using the same procedure.



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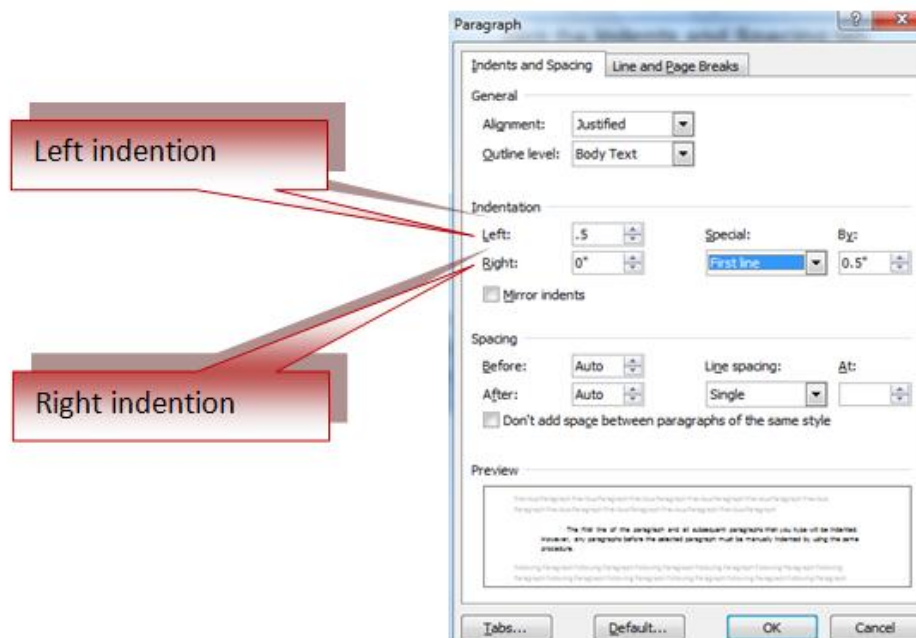
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INCREASE OR DECREASE THE LEFT INDENT OF AN ENTIRE PARAGRAPH


- Select the paragraph that you want to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Left** to increase or decrease the left indentation of the paragraph.

INCREASE OR DECREASE THE RIGHT INDENT OF AN ENTIRE PARAGRAPH

- Select the paragraph that you want to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Right** to increase or decrease the right indentation of the paragraph.



TO INDENT AN ENTIRE PARAGRAPH, CLICK IN FRONT OF ANY LINE BUT THE FIRST LINE

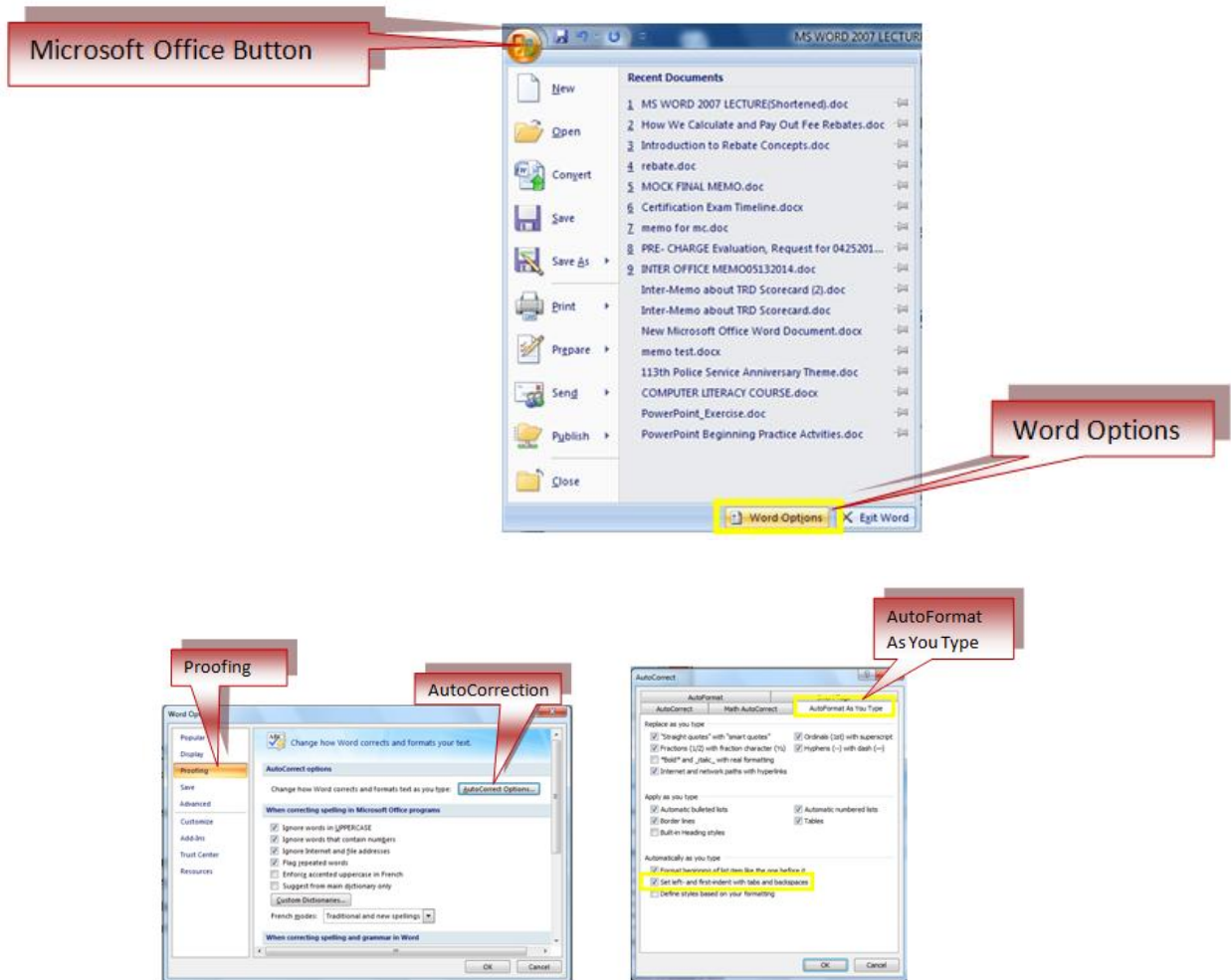
- Click the **Microsoft Office Button** , and then click **Word Options**.
- Click **Proofing**.
- Under **AutoCorrection settings**, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- Select the **Set left- and first-indent with tabs and backspaces** check box.
- To indent the first line of a paragraph, click in front of the line.

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SET AN INDENT BY USING THE TAB KEY

- Press the TAB key.

Ways to remove the indent:

- Press BACKSPACE before you move the insertion point. or
- Click **Undo** on the **Quick Access Toolbar** or
- Press **CTRL+Z**

INDENT ALL BUT THE FIRST LINE OF A PARAGRAPH

- Select the paragraph in which you want to indent all but the first line of the paragraph, also referred to as a hanging indent.
- On the horizontal ruler, drag the **Hanging Indent** marker to the position at which you want the indent to start.

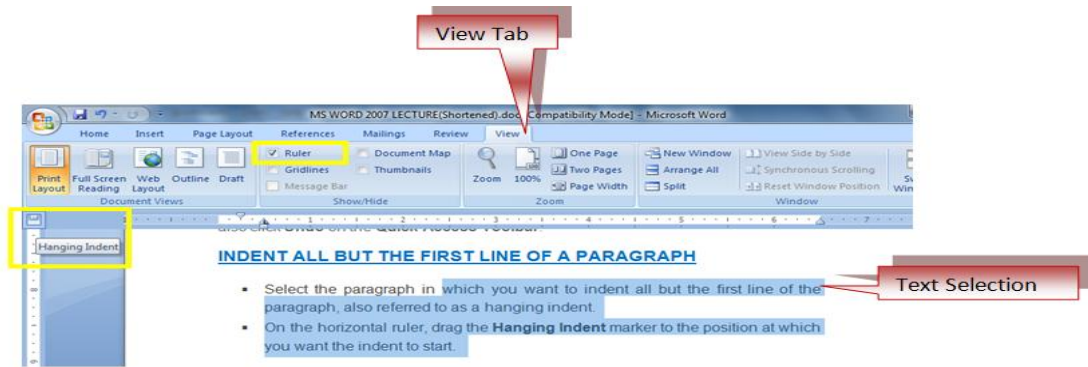
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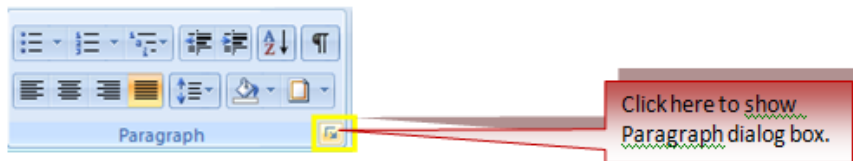
If you don't see ruler, click the **View Ruler** button at the top of the vertical scroll bar.



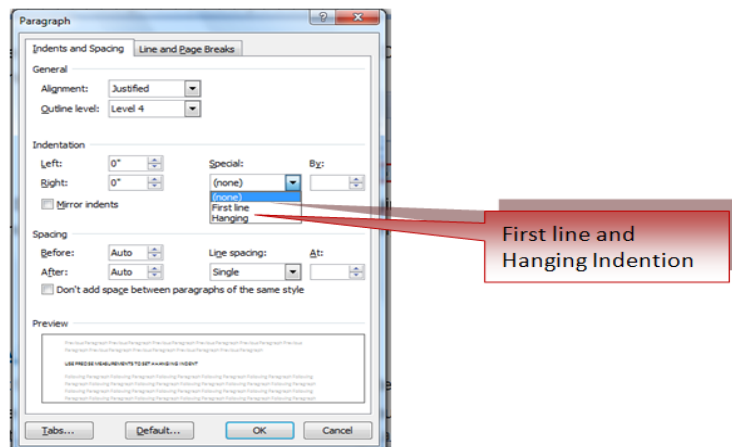
USE PRECISE MEASUREMENTS TO SET A HANGING INDENT

To be more precised in setting a hanging indent, select options on the **Indents and Spacing** tab.

- On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.



- In the **Special** list under **Indentation**, click **Hanging**, and then in the **By** box, set the amount of space that you want for the hanging indent.



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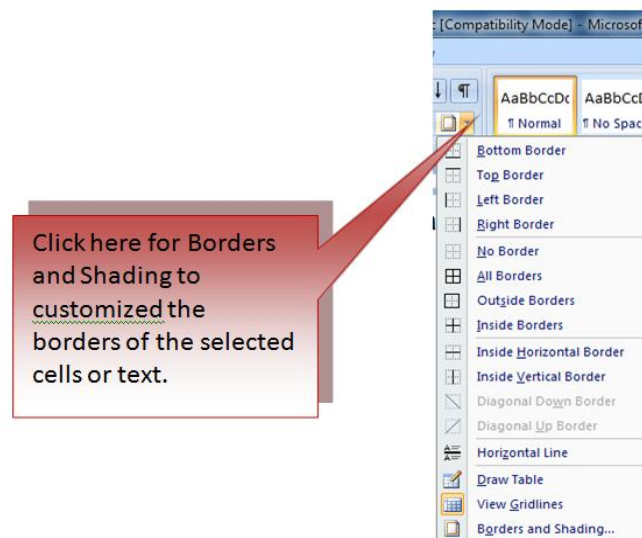
CREATE A NEGATIVE INDENT

- Select the text or paragraph that you want to extend into the left margin.
- On the **Page Layout** tab, in the **Paragraph** group, click the down arrow in the **Indent Left** box.
- Continue to click the down arrow until the selected text is positioned where you want it in the left margin.

ADD BORDERS AND SHADING

Ways to create a border around a paragraph or paragraphs:

- Select the area of text where you want to put borders or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border and Shading**
- Choose the appropriate option.

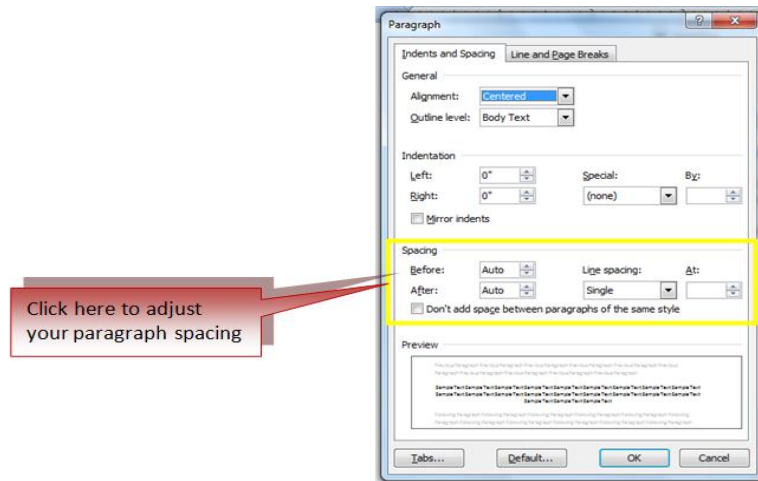


CHANGE SPACING BETWEEN PARAGRAPHS AND LINES

Ways to change the space between lines and paragraphs:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly

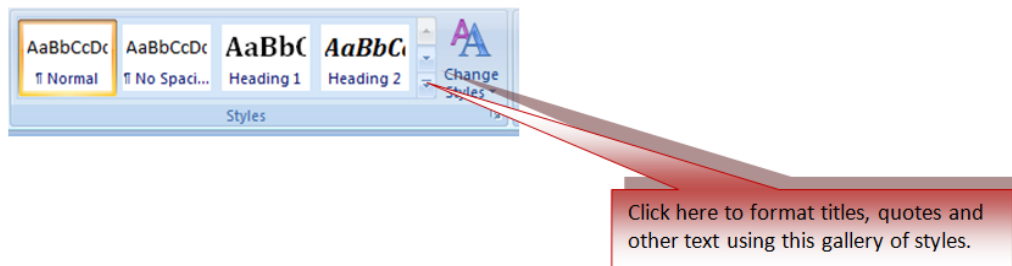
References:



NEW QUICK STYLES

Ways to create a style easily:

- Insert your cursor anywhere in the chosen style
- Click the **Styles** dialog box



- Click **Save Selection as New Quick Style**



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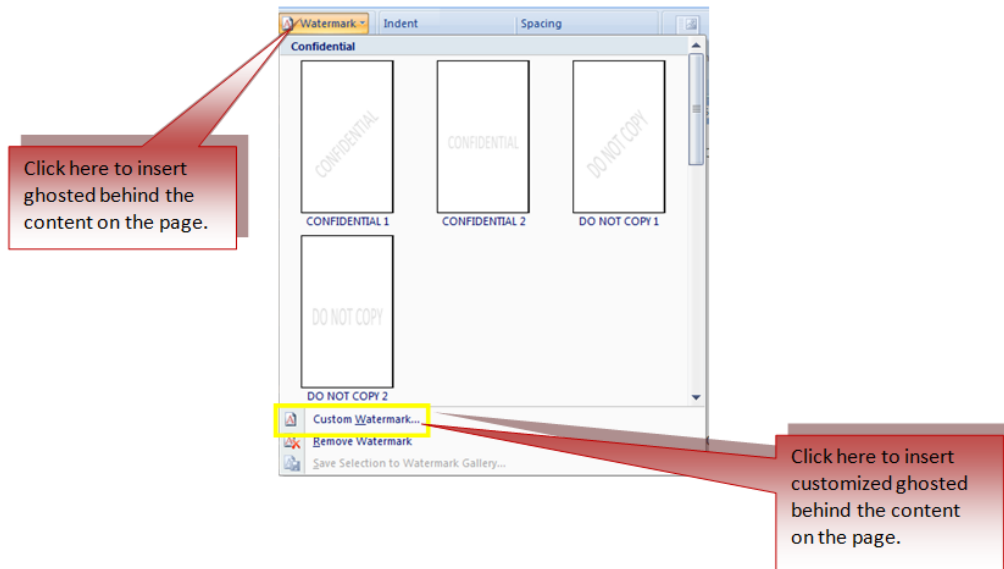
WATERMARK

Watermarks are text or pictures that are placed behind document text.

ADD A TEXT WATERMARK TO DOCUMENT

Ways to insert a predesigned watermark from a gallery of watermark text:

- On the Page Layout tab, in the Page Background group, click Watermark.
- Click a predesigned watermark, such as **Confidential** or **Urgent**, in the gallery of watermarks.
- Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want. You can also format the text.
- Use Print Layout view, to view the watermark as it will appear on the printed page.



ADD A BACKGROUND COLOR OR TEXTURE TO A WEB PAGE OR AN ONLINE DOCUMENT

- On the **Page Layout** tab, in the **Page Background** group, click **Page Color**.
- Click the color that you want under **Theme Colors** or **Standard Colors**.
- Click **Fill Effects** to change or add special effects, such as gradients, textures, or patterns.

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References:

Microsoft Office Word Help

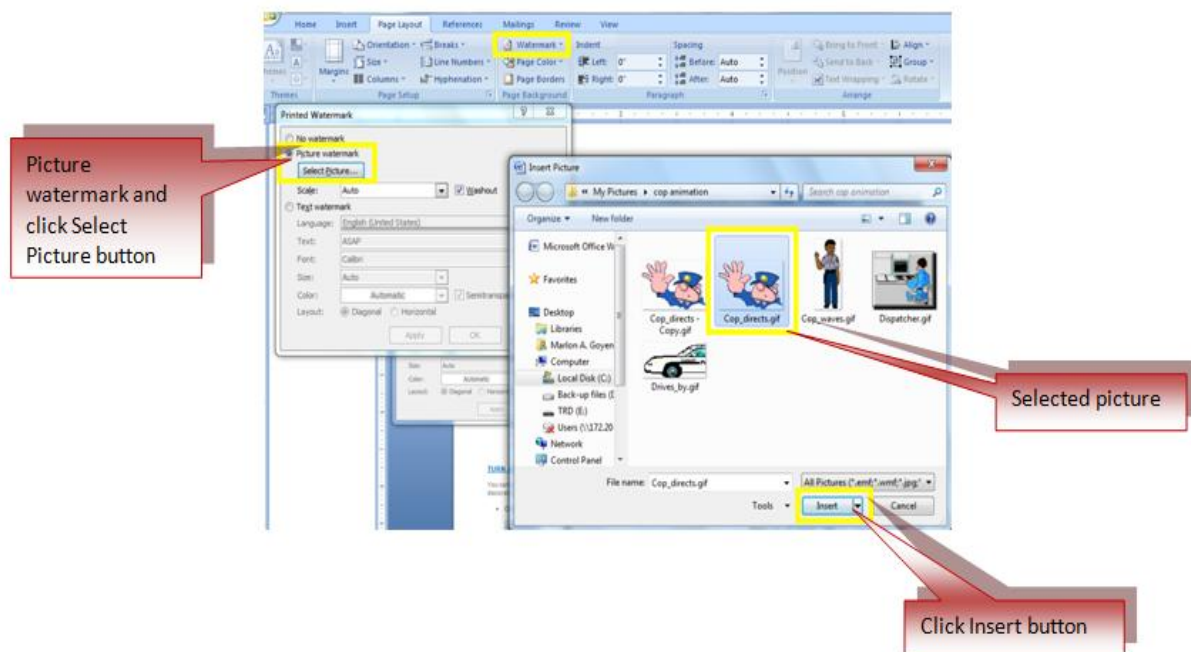
"Word 2007 Tutorial" from www.fgc.edu

TURN A PICTURE INTO A BACKGROUND OR WATERMARK

Ways to turn a picture, clip art, or a photo into a watermark:

- On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.
- Click **Printed Watermark**.
- Click **Picture watermark**, and then click **Select Picture**.
- Select the picture that you want, and then click **Insert**.
- Select a percentage under **Scale** to insert the picture at a particular size
- Select the **Washout** check box to lighten the picture so that it doesn't interfere with text.

The picture that you selected is applied as a watermark to the entire document.



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References:

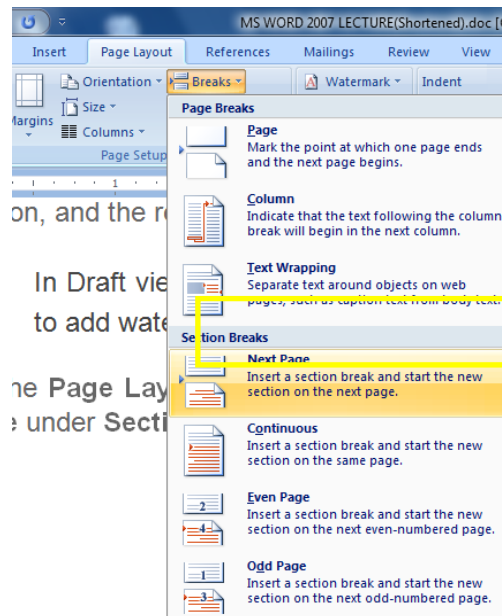
Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

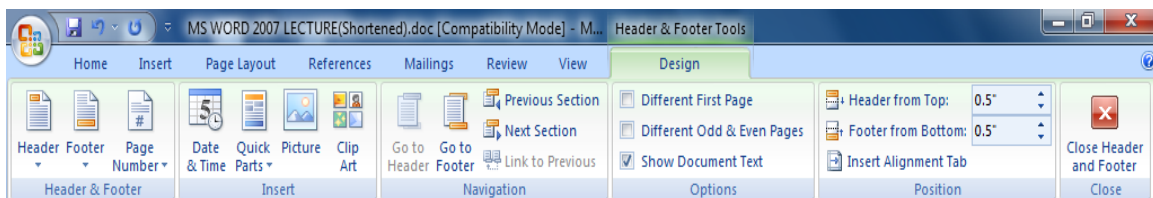
ADD A WATERMARK ONLY TO SELECTED PAGES

Ways to add a watermark only to selected pages:

- In Draft view, replace the page breaks surrounding the pages to which you want to add watermarks with section breaks.
- On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Next Page** under **Section Breaks**.



- Switch to Print Layout view.
- Double-click the document header area on the page where you want the watermark to appear. This opens the header.
- Microsoft Office Word places watermarks in the header even though they don't appear in the header.
- Under **Header & Footer Tools**, on the **Design** tab, in the **Navigation** group, click **Link to Previous** so that the headers are no longer linked.



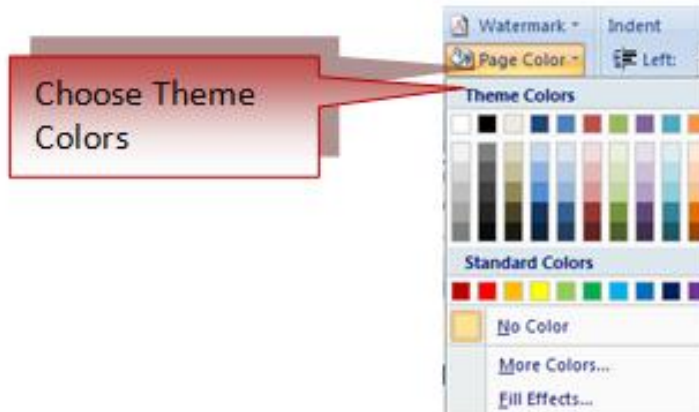
- Double-click the document header area on the first page where you don't want the watermark to appear — for example, the first page of document text — and then repeat step 4.
- Click the page where you want the watermark to appear.

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References:

Microsoft Office Word Help
 "Word 2007 Tutorial" from www.fgcu.edu

- On the **Page Layout** tab, in the **Page Background** group, click **Watermark** and select the watermark that you want.



CHANGE A WATERMARK

- On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.
- Choose a different predesigned watermark, such as **Confidential** or **Urgent**, from the gallery of watermarks.
- To change pictures, click **Printed Watermark**, and then click **Select Picture**.
- To change picture settings, click **Printed Watermark**, and then select or clear the options **Picture watermark**.
- To change text, click **Printed Watermark**, and then select a different built-in phrase or type in your own phrase.
- To change text settings, click **Printed Watermark**, and then select or clear the options that you want under **Text watermark**.

CHANGE A DOCUMENT BACKGROUND

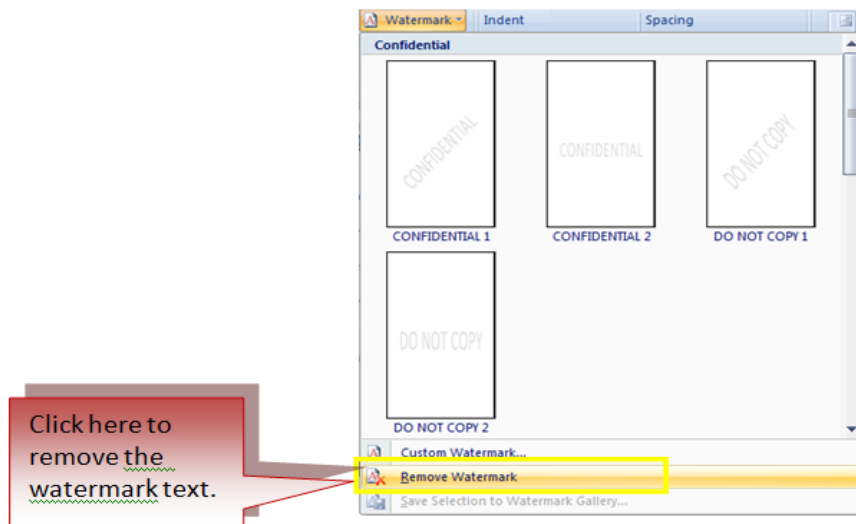
Ways to apply a different color, apply a texture or picture instead of color, or change settings for patterns and gradients:

- On the **Page Layout** tab, in the **Page Background** group, click **Page Color**.
- Click the new color that you want under **Theme Colors** or **Standard Colors**.
- Click **Fill Effects** to change or add special effects, such as gradients, textures, or patterns.
- Select the color that you want before you apply a gradient or pattern.

References:

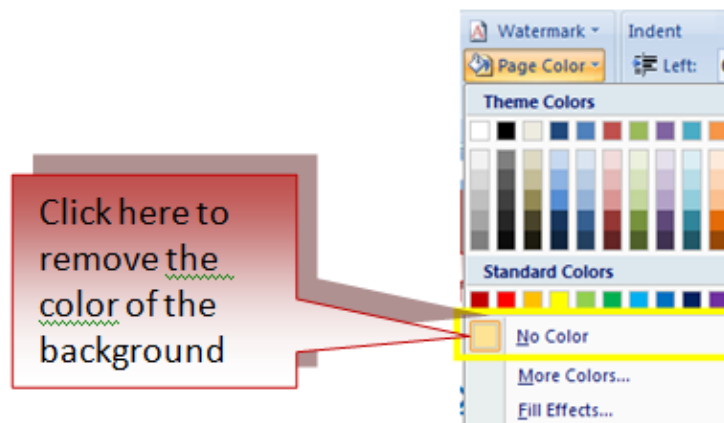
REMOVE A WATERMARK

- On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.
- Click **Remove Watermark**.



REMOVE A BACKGROUND

- On the **Page Layout** tab, in the **Page Background** group, click **Page Color**.



- Click **No Color**.

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References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

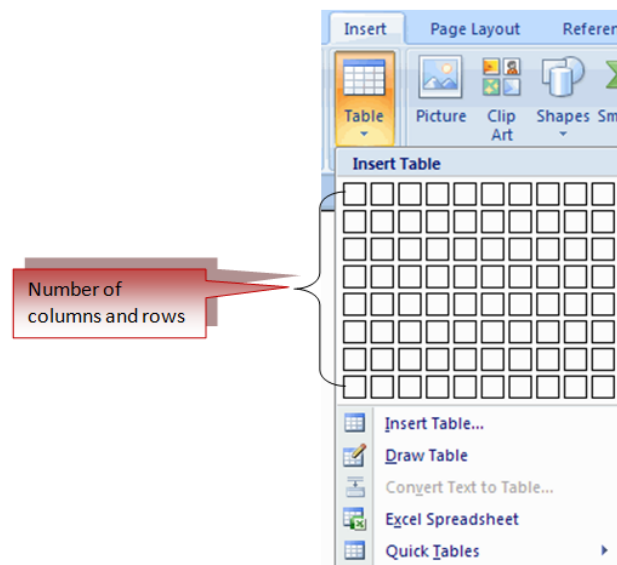
Chapter 6: Tables

Tables are used to display data in a table format.

CREATE A TABLE

Ways to create a table:

- Place the cursor on the page where you want to create a new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Quick Tables** and choose a table



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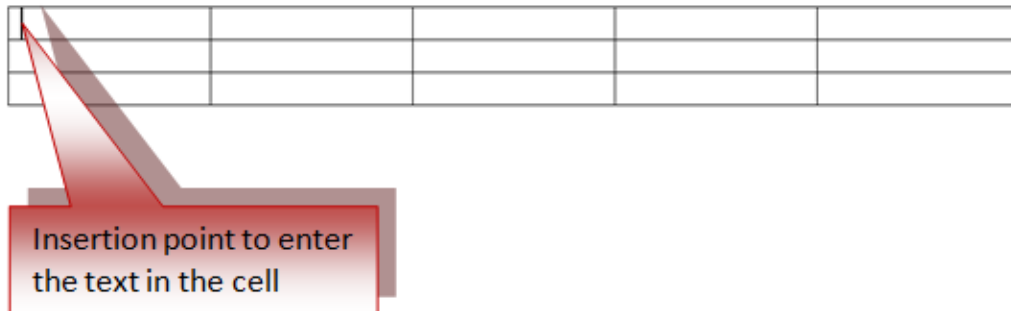
References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

ENTER DATA IN A TABLE

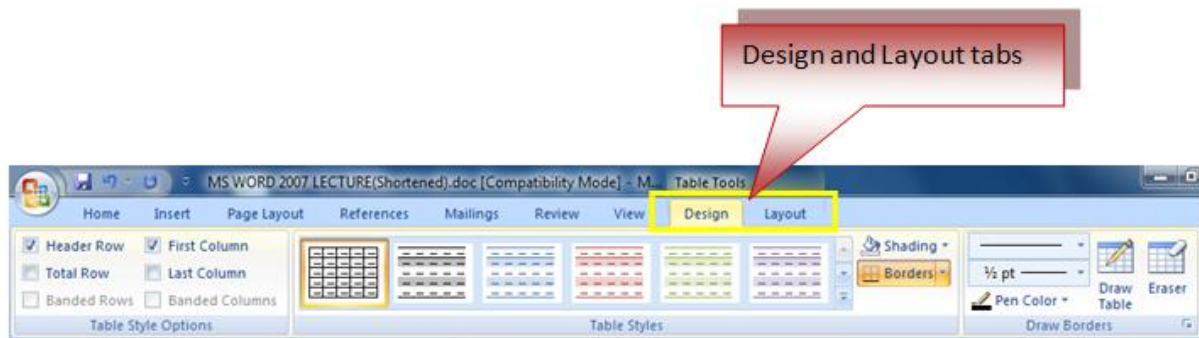
Place the cursor in the cell where you wish to enter the text. Start typing.



MODIFY THE TABLE STRUCTURE AND FORMAT A TABLE

Ways to **modify** the structure of a table:

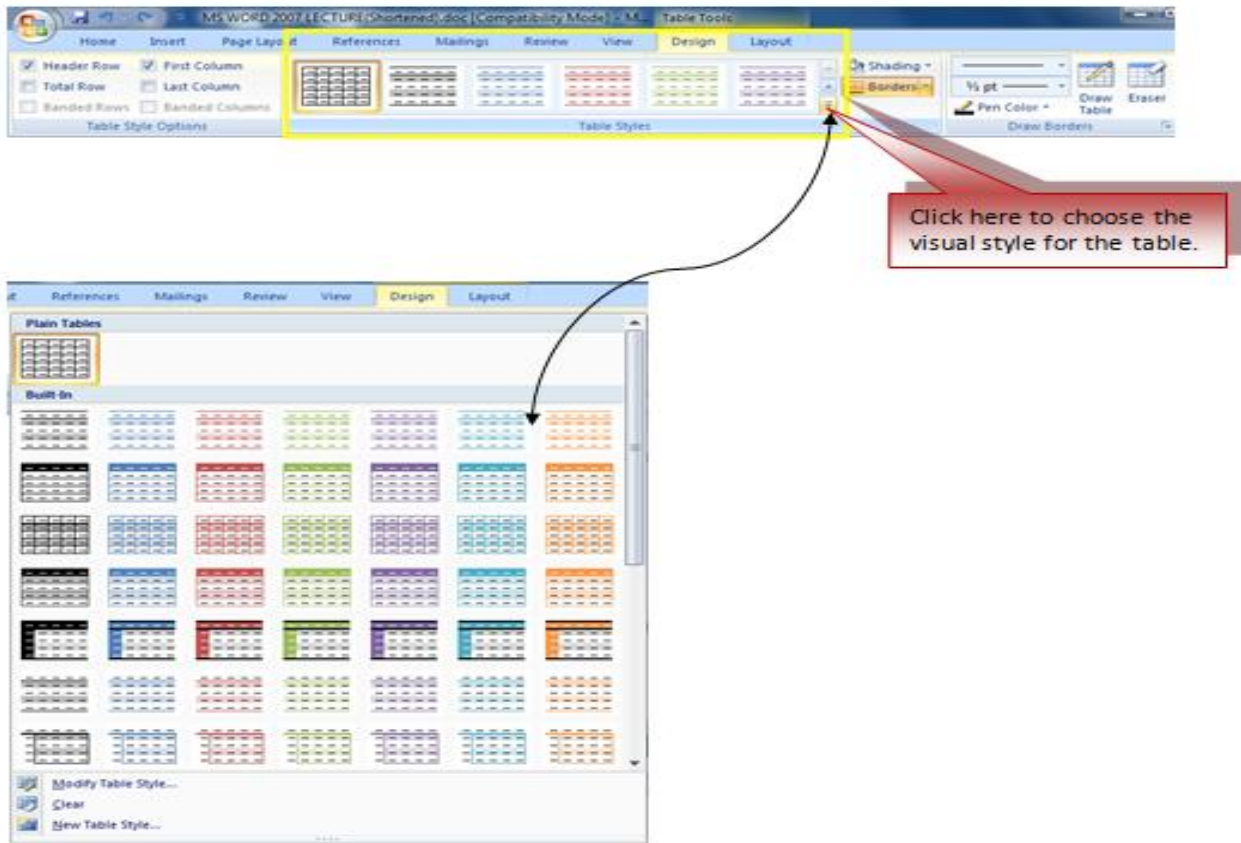
- Click the table. Two new tabs on the Ribbon will appear: **Design and Layout tabs**.



On the Design Tab, you can choose:

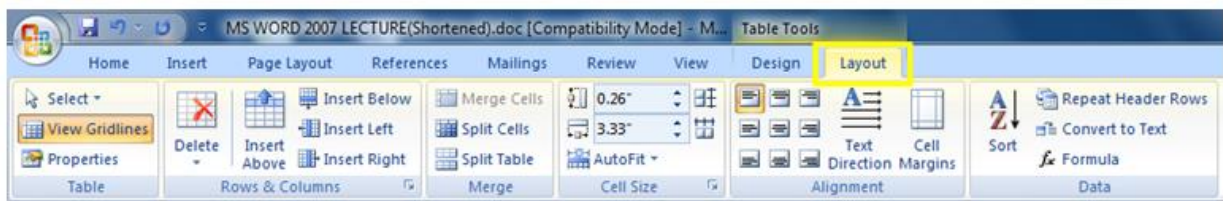
- **Table Style Options**
- **Table Styles**
- **Draw Borders**

References:



To **format** a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

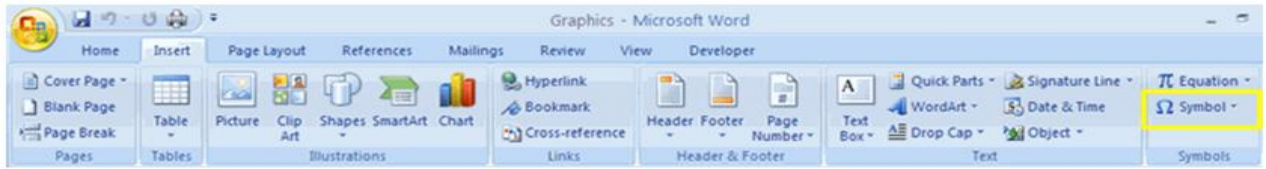
- **View Gridlines and Properties** (from the Table Group)
- **Insert Rows and Columns** (from the Rows & Columns Group)
- **Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- **Merge or Split Cells** (from the Merge Group)
- **Increase and Decrease cell size** (Cell Size Group)
- **Align text within the cells and change text directions** (Alignment Group)



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Chapter 7: Graphics

Click Insert Tab to insert special characters, symbols, pictures, illustrations, and watermarks.

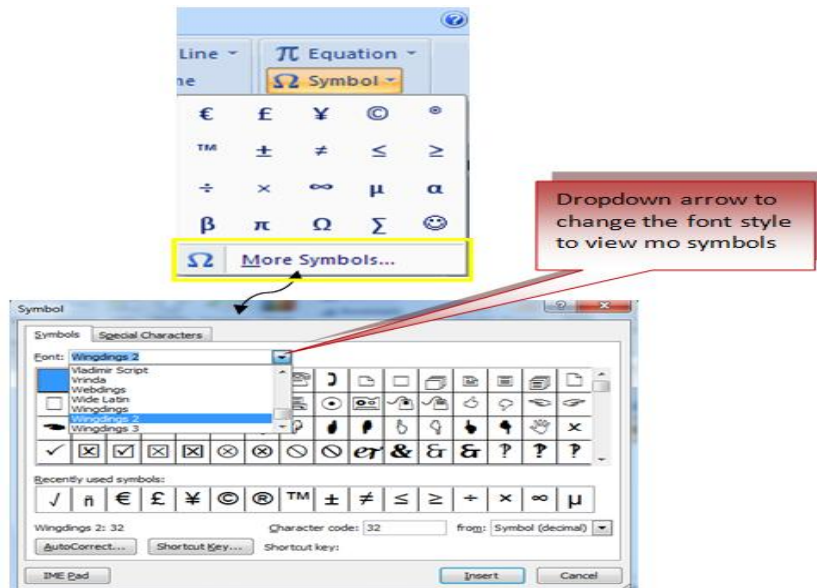


SYMBOLS AND SPECIAL CHARACTERS

Symbols and special characters are not generally available on the standard keyboard.

Ways to insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.



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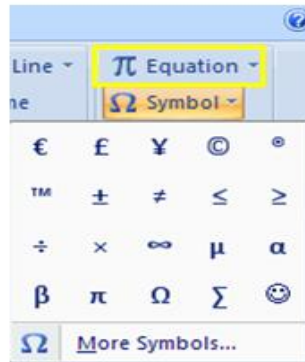
References:

Microsoft Office Word Help
"Word 2007 Tutorial" from www.fgc.edu

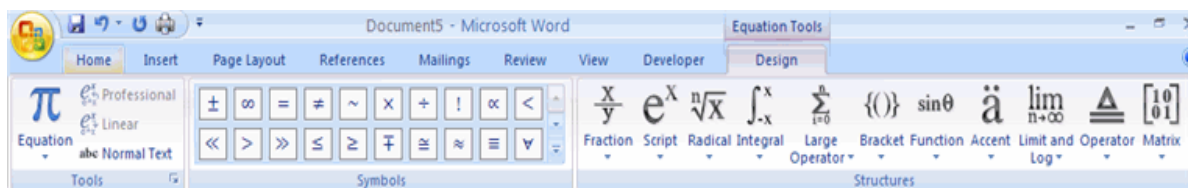
EQUATIONS

Ways to insert mathematical equations:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Equation** Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation



- To edit the equation click the equation and the **Design** Tab will be available in the Ribbon



ILLUSTRATIONS AND PICTURES

Ways to insert **illustrations**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include.

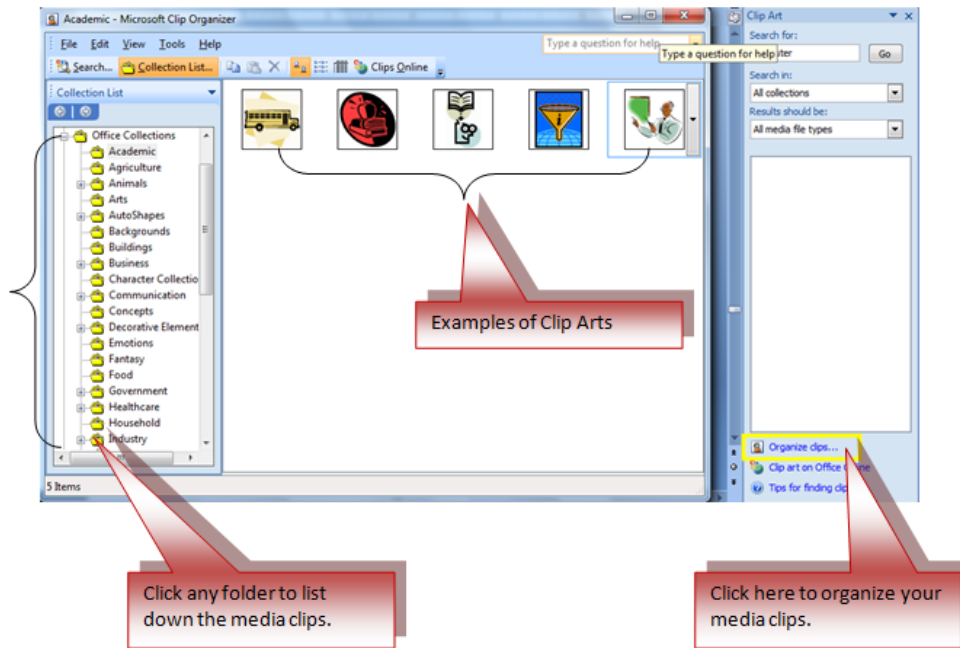


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References:

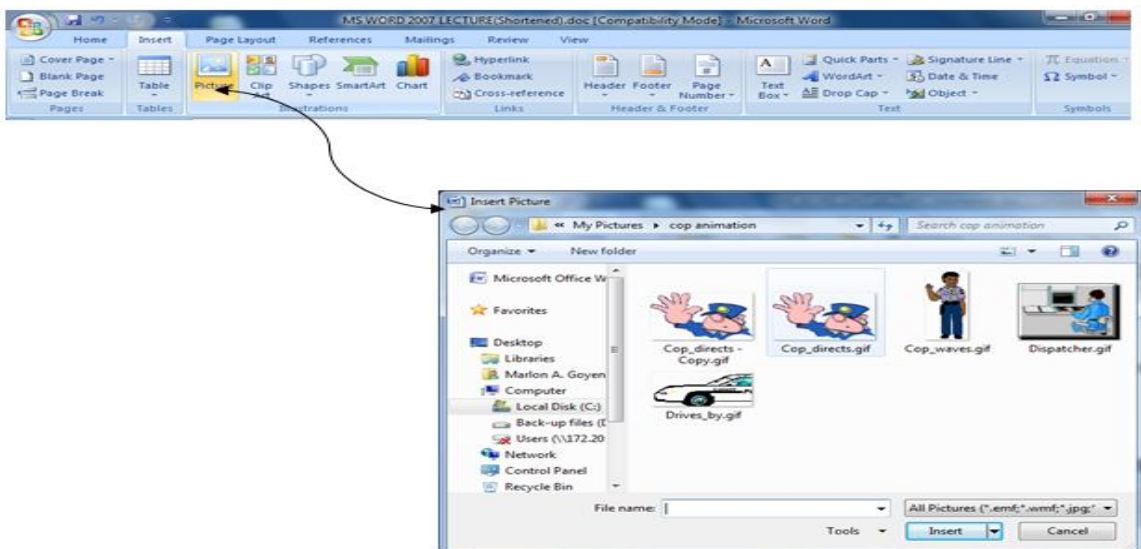
Microsoft Office Word Help

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Ways to insert a picture:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



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RESIZE GRAPHICS

Ways to resize an image:

- Click the image
- Clicking one corner of the image
- Drag the cursor to the size you want the picture

or

- Double click the image
- On Format Tab - size group, enter the desired measurements

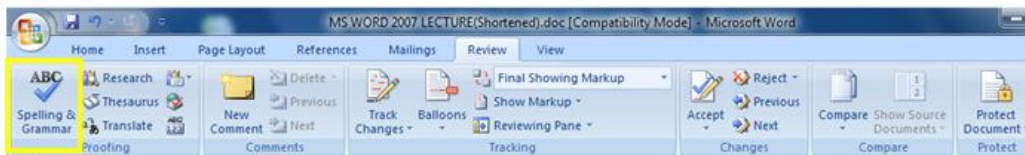


Chapter 8: Document Proofing

SPELLING AND GRAMMAR

Ways to check the spelling and grammar of a document:

- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.
- Click **F7**



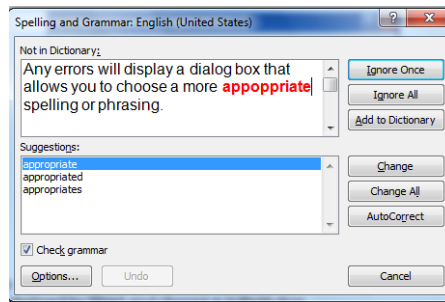
- Any errors will be displayed in the dialog box that will allow you to choose a more appropriate spelling or phrasing.

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References:

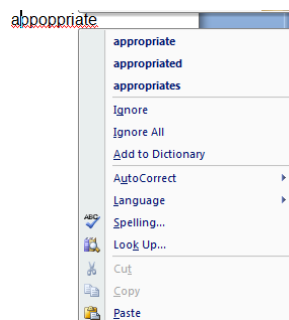
Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgcu.edu



Ways to check the spelling of an individual word:

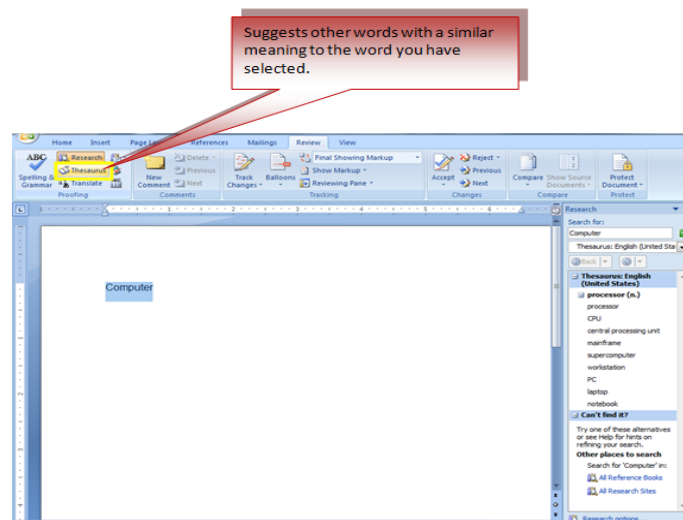
- Right click any word that has been underlined by Word
- Choose the appropriate substitution.



THESAURUS

Ways to use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



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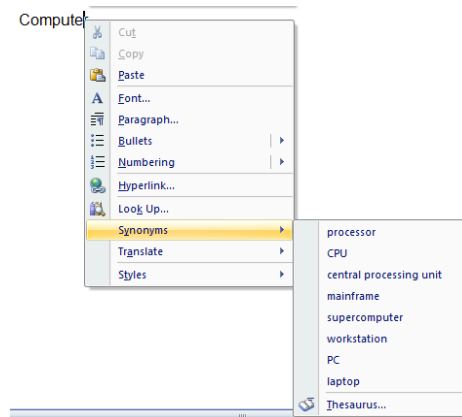
References:

Microsoft Office Word Help

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Ways to access the thesaurus:

- Right-click the word
- Choose **Synonyms** on the menu.



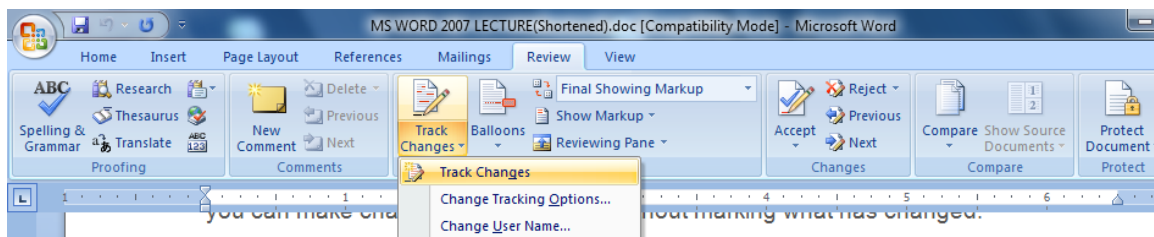
TURN ON OR OFF CHANGE TRACKING

When the Track Changes feature is on, you can view all of the changes in the document will be displayed.

TURN ON CHANGE TRACKING

Ways to turn on Track Changes:

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** button.



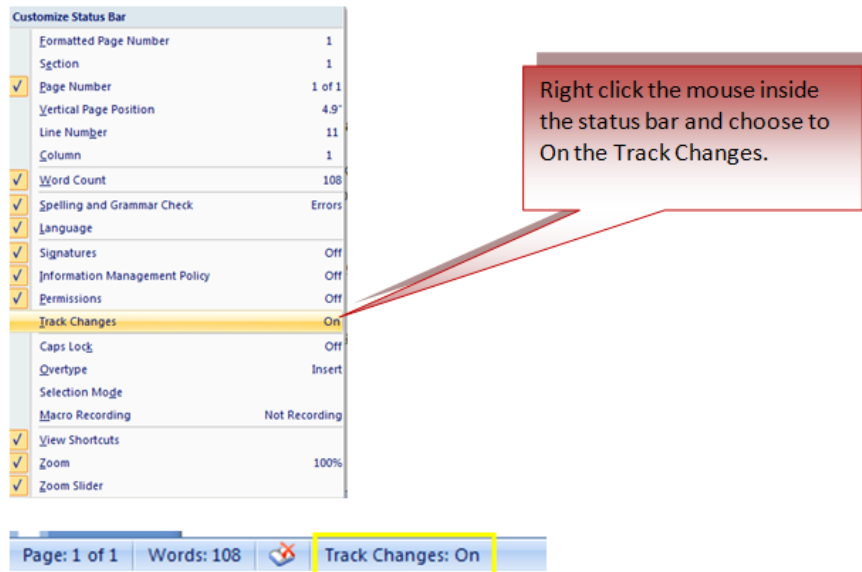
- Right-click the status bar and click **Track Changes**.
- Click the **Track Changes** indicator on the status bar to turn Track Changes on or off.

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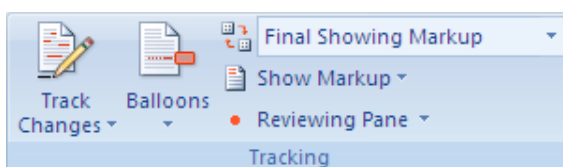
Ways to turn on Track Changes if unavailable:

- On the **Review** tab, in the **Protect** group, click **Protect Document**
- Click **Stop Protection** at the bottom of the **Protect Document** task pane. (You might be ask to enter document password.)

TURN OFF CHANGE TRACKING

Way to turn off Track Changes:

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** button.

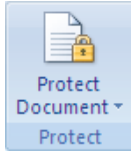


RESTRICT FORMATTING CHANGES

Ways to restrict how others can change the formatting of the document.

- On the **Review** tab, in the **Protect** group, click **Protect Document**, and then click **Restrict Formatting and Editing**.

References:



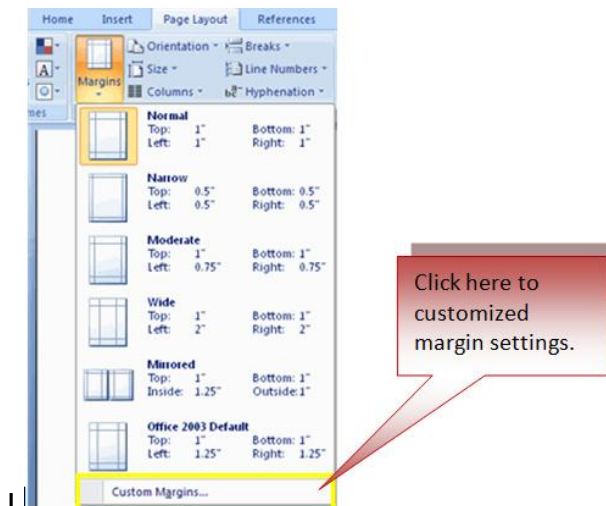
- Check the **Limit formatting to a selection of styles**
- You may check the Allow only this type of editing in the document and select the following options:
 - Track Changes
 - Comments
 - Filling in Forms
 - No changes (Read only)
- Click Yes, Start Enforcing Protection.
- Assign a password to the document so that only people who know the password can remove the protection.
- Type a password in the **Enter new password** box
- Confirm the password.

Chapter 9: Page Formatting

MODIFY PAGE MARGINS AND ORIENTATIONS

Ways to **modify** page margins:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.



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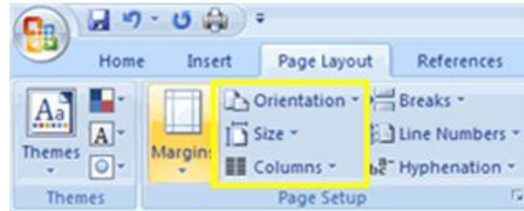
References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

Ways to change the Orientation, Size of the Page, or Columns:

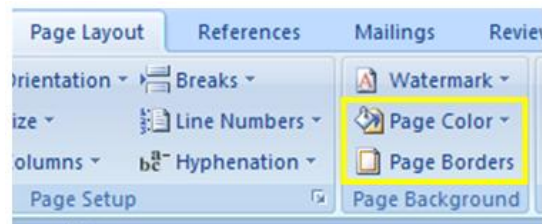
- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



APPLY A PAGE BORDER AND COLOR

Ways to apply a page border or color:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus

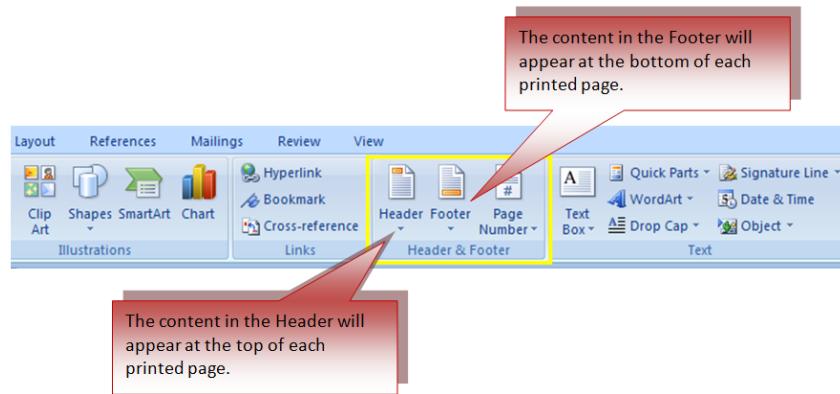


INSERT COMMON HEADER AND FOOTER INFORMATION

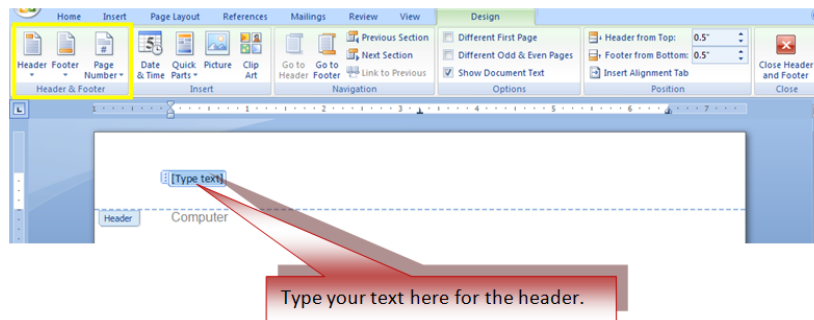
Ways to insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header** or **Footer**
- Choose a style

References:



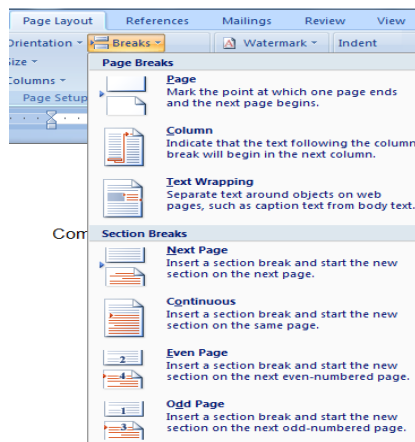
- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer.



CREATE A PAGE BREAK

Ways to insert a page break:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks Drop Down Menu**
- Click **Page Break**



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References:

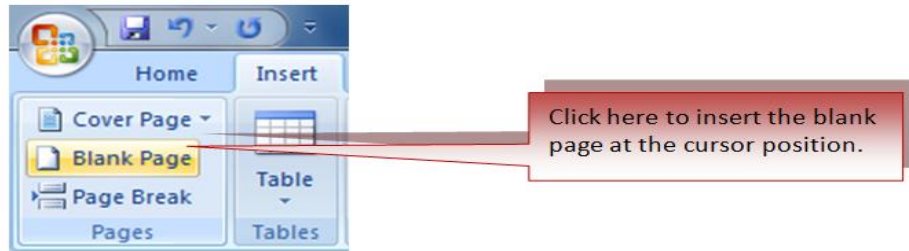
Microsoft Office Word Help

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INSERT A BLANK PAGE

Ways to insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group

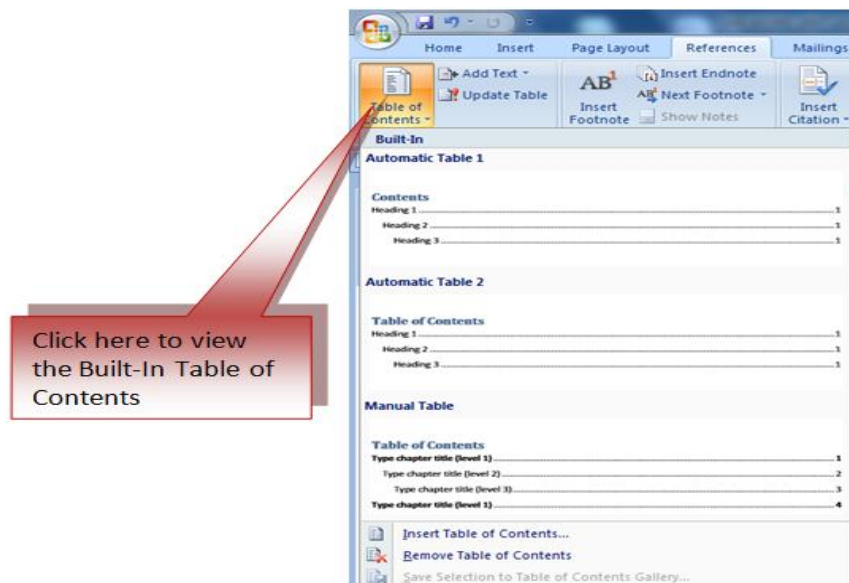


Chapter 10: Table of Contents (TOC)

CREATE A TABLE OF CONTENTS

Ways create the table of contents:

- Put your cursor in the document where you want the Table of Contents
- Click the **References** Tab
- Click the **Table of Contents** button



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References:

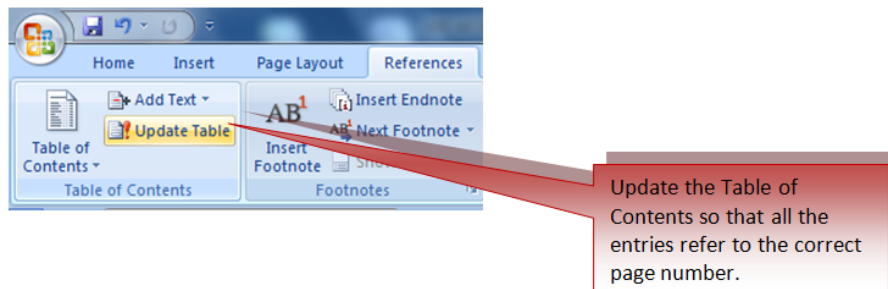
Microsoft Office Word Help

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UPDATE TABLE OF CONTENTS

Ways to update table of contents:

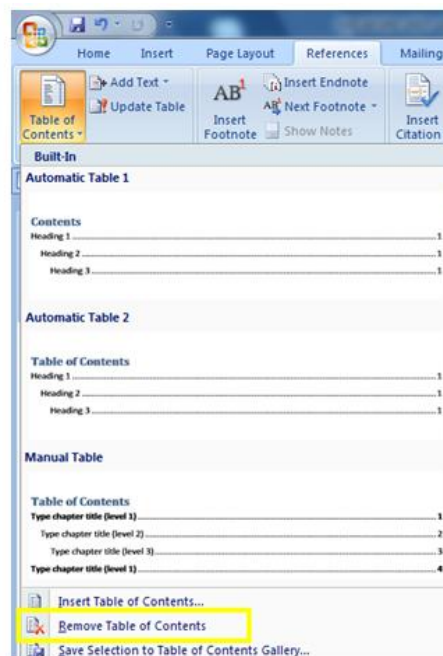
- Apply headings or mark individual entries as directed above
- Click the **References** Tab in the Ribbon
- Click **Update Table**



DELETE TABLE OF CONTENTS

Ways to delete table of contents:

- Click the **References** Tab on the Ribbon
- Click **Table of Contents**
- Click **Remove Table of Contents**



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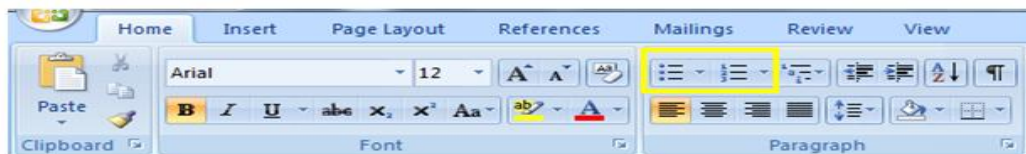
"Word 2007 Tutorial" from www.fgc.edu

Chapter 11 : Lists

BULLETED AND NUMBERED LISTS

Ways to **add** a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the **Bulleted or Numbered Lists** button



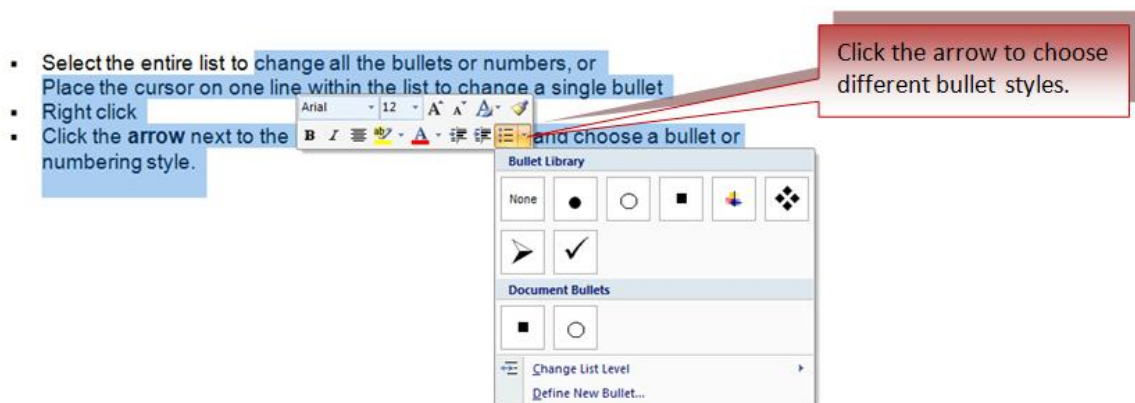
Ways to **create** a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

FORMATTING LISTS

Ways to change the bullet image and numbering format:

- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet
- Right click
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



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