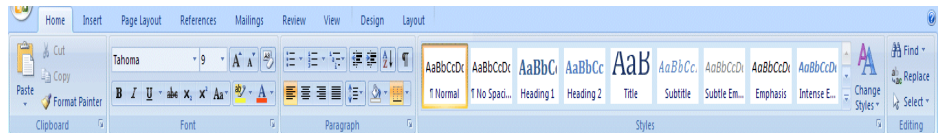


Where is it located now in Word 2007?

The Word 2007 Ribbon

The ribbon allows quick access to MS Word functions. Function tabs organize the Word commands into groups.



Common Tasks

The following actions can be accessed from the

Office icon

To **create** a new document, click then select **N**ew.

To **open** a document, click then select **O**pen.

To **save** a new unnamed document, click then select **S**ave As.

To **save** an existing named document, click then select **S**ave.

To **print** a document, click then select **P**rint.

Other Tasks

- To switch between multiple open documents, go the **View** group and click



and select a document.

- To access Help, click the on the far right side of the ribbon.
- To insert a header or footer, from the Insert tab, click or and choose a format.

Searching Text

The **Editing** group is in the **Home** tab. It helps search your document and apply multiple changes at once.

	Locates text in the document
	Replaces specified text in the document with new text
	Specifies a group of text to highlight for additional action.

Formatting Text

The **Font** group is in the **Home** tab. It sets the format for your text.

	Sets the font of the text		Sets the size of the text
	Increases selected text to the next font size		Decreases selected text to the next font size
	Removes any formatting applied to the text		Turns text into small lettering below the line of text
	Applies bold formatting to text		Turns text into small lettering above the line of text
	Applies italic formatting to text		Selects a color to highlight text
	Selects a style of underlining for the selected text		Selects a color for the text
	Text appears crossed out		

Working with Paragraphs


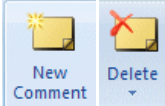
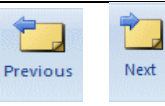


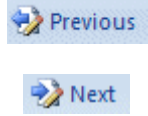

The **Paragraph** group is in the **Home** tab. It helps manipulate the formatting of paragraphs and list of information.

	Selects a bullet style to apply to a paragraph or list		Aligns text or objects to the left of an area
	Selects a numbering style to apply to a paragraph or list		Aligns text or objects in the center of an area
	Selects a multi-level style to apply to a paragraph or list		Aligns text or objects to the right of an area
	Decreases the indent level of a paragraph		Aligns text to the left and right margin adding spaces in between words
	Increases the indent level of a paragraph		Changes the spacing between lines of text
	Sorts selected text alphabetically or data numerically.		Hides or shows paragraph marks and other hidden formatting symbols
	Colors shading behind text		Selects a border style for a cell.

Where is it located now in Word 2007?

Review or Proofread A Document

The following functions can be found in the **Review** tab.

To check spelling, go to the Proofread group.	
To add or delete a comment, go to the Comments group.	
To move between comments, go to the Comments group.	
To track changes in a document, go the Tracking group.	
To accept or reject changes in a tracked document, go the Changes group.	
To move between changes in a document, go to the Changes group.	
To turn on or off viewing of comments, tracked changes or formatting, go to the Tracking group.	

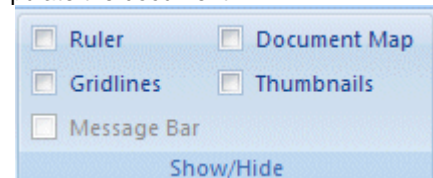
View Documents

Use the **View** tab to manipulate the presentation of the document on the screen as well as navigate through the document.

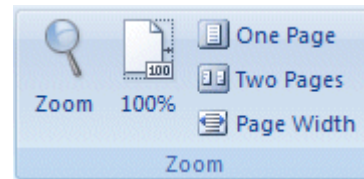
The **Document Views** group defines the layout of the document on the screen. The default layout on the screen is Print Layout.



The **Show/Hide Views** group turns on and off tools that help manipulate the document.




The **Zoom** group changes the viewing size of the document.




Insert an Object

The following actions can be found on the **Insert** tab.


Insert a Table

- From the **Tables** group, click Table icon ().
- Select the table dimensions by rows and columns.


Insert a Hyperlink

- Select text.
- From the **Links** group, click the Hyperlink icon ().
- Place information in the Address field.


Insert a Picture

- From the **Illustrations** group, click the Picture icon ().
- Find and select the file.

Customize the Quick Access Toolbar

The Quick Access Toolbar appears next to the Office icon () by default.


To personalize the toolbar

- Click the down arrow () at the end of the toolbar.
- Select the function you want to add to the toolbar.

To see additional functions

- Click the down arrow () at the end of the toolbar.
- Select **M**ore Commands.

To move the toolbar

- Click the down arrow () at the end of the toolbar.
- Select **S**how Above the Ribbon or **S**how Below the Ribbon.