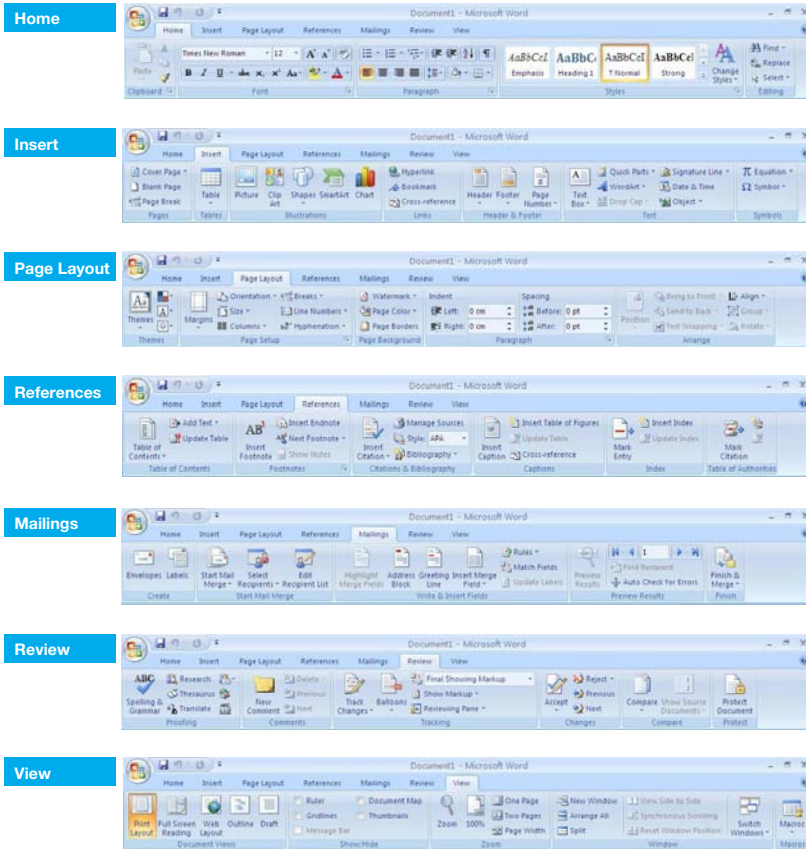


## Word 2007 Tabs



## Certification Test Goals

This module sets out essential concepts and skills relating to the ability to use a word processing application to create everyday letters and documents.

Successful candidates will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options such as the Help function to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- Insert tables, images and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before finally printing documents.

## Keyboard Shortcuts

### General

- Open a document **CTRL+O**
- Save a document **CTRL+S**
- Print a document **CTRL+P**
- Close a document **CTRL+W**
- Undo **CTRL+Z**
- Redo or Repeat **CTRL+Y**
- Help **F1**
- Switch between apps **ALT+TAB**

### Navigation

- Up one screen **PAGE UP**
- Down one screen **PAGE DOWN**
- Beginning of line **HOME**
- End of line **END**
- Beginning of a document **CTRL+HOME**
- End of a document **CTRL+END**

### Editing

- Cut **CTRL+X**
- Copy **CTRL+C**
- Paste **CTRL+V**

### Formatting

- Bold **CTRL+B**
- Italics **CTRL+I**
- Underline **CTRL+U**

## 1 Using the Application

### 1.1 Working with Documents

#### 1.1.1 Open a word processing application.

- Click the **Start** button.
- Select **All Programs**.
- Click **Microsoft Word 2007**.

#### 1.1.1 Close a word processing application.

- Click the **Office** button.
- Click **Exit Word**.

#### 1.1.1 Open documents.

- Click the **Office** button.
- Click **Open**.
- Select document(s) to open and click **Open**.

#### 1.1.1 Close documents.

- Click the **Office** button.
- Click **Close**.

#### 1.1.2 Create a new document based on default template.

- Click the **Office** button.
- Click **New**.
- Click **Blank Document**.
- Click **Create**.

#### 1.1.2 Create a new document based on other available template like: memo, fax, agenda.

- Click the **Office** button.
- Click **New**.
- Under templates, click **Memos**.
- Click to select a memo template.
- Click **Download**.

#### 1.1.3 Save a document to a location on a drive.

- Click the **Office** button.
- Click **Save**.
- Create a file name and select the location.
- Click **Save**.

#### 1.1.3 Save a document under another name to a location on a drive.

- Click the **Office** button.
- Click **Save As**.
- Enter a new file name over the existing file name and select the location.
- Click **Save**.

#### 1.1.4 Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.

- Click the **Office** button.
- Select **Save As**.
- Click on the **Save as type** drop-down menu and select a file type.
- Click on **Save**.

#### 1.1.5 Switch between open documents.

- On the **View** tab, in the **Windows** group, click the **Switch Windows** button.
- Click the name of the document to switch to.

### 1.2 Enhancing Productivity

#### 1.2.1 Set basic options/preferences in the application: user name.


- Click the **Office** button.
- Click **Word Options**.
- On the **Popular** tab, enter a user name in the **User name** text box.
- Click **OK**.

#### 1.2.1 Set basic options/preferences in the application: default folder to open, save documents.

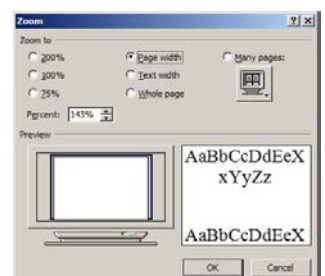
- Click the **Office** button.
- Click **Word Options**.

- On the **Save** tab, enter a default file location in the **Default file location**: text box.
- Click **OK**.

#### 1.2.2 Use available Help functions.

- Click on the **Help** button  on the top right of the ribbon.

#### 1.2.3 Use magnification/zoom tools.



- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Select the magnification required.
- Click **OK**.

#### 1.2.4 Restore, minimize the ribbon.

- Double click any tab to minimize the ribbon.
- Double click any tab again to restore the ribbon.

## 2 Document Creation

### 2.1 Enter Text

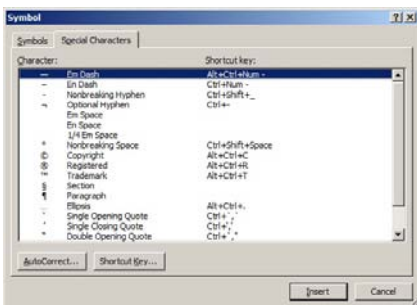
#### 2.1.1 Switch between page view modes.

- On the **View** tab, in the **Document Views** group, click on a view mode.
- Print Layout** view shows how a document will look when printed.
- Full Screen Reading** view shows the document at a size that is suitable for reading.
- Web Layout** view shows how a document will look in a web browser.
- Outline** view shows the structure of the document as nested levels of headings and body text.
- Draft** view shows the content of a document with a simplified layout.

#### 2.1.2 Enter text into a document.

- Click in the document window.
- Enter the text.

#### 2.1.3 Insert symbols or special characters like: ©, ®, ™.



- On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click **More Symbols**.
- On the **Special Characters** tab, select a special character, like ©, ®, or ™, and click on the **Insert** button.

### 2.2 Select, Edit

#### 2.2.1 Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button.

#### 2.2.2 Select character, word, line, sentence, paragraph, entire body text.

Select	Action
Word	Double-click the word
Sentence	Ctrl + click in the sentence
Line	Click in the Selection Bar to the left of the line
Paragraph	Triple-click the paragraph
Entire Body text	Triple-click in the Selection Bar

#### 2.2.3 Edit content by entering, removing characters, words within existing text.

- Select the text for editing in the document window.
- Begin typing.

#### 2.2.3 Edit content by over-typing to replace existing text.

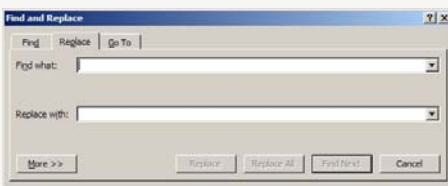
- To switch to **Overtyping** mode, right-click on the **Status Bar** and then click **Overtyping**.
- The **Insert** button will show on the left side of the status bar.
- Click the **Insert** button and the word **Overtyping** replaces the word **Insert**.
- Click immediately before the text to replace.
- Begin entering new text.

#### 2.2.4 Use a simple search command for a specific word, phrase.



- On the **Home** tab, in the **Editing** group, click the **Find** button.
- Enter the word or phrase to find into the **Find what** box.
- Click **Find Next** to select the first occurrence of the word or phrase.

#### 2.2.5 Use a simple replace command for a specific word, phrase.



- On the **Home** tab, in the **Editing** group, click the **Replace** button.
- Enter the word or phrase to find for replacement into the **Find what** box.
- Enter the word or phrase to replace into the **Replace with** box.
- Click **Find Next**.

#### 2.2.6 Copy text within a document, between open documents.

- Select text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click in a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 2.2.6 Move text within a document, between open documents.

- Select the text to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click in a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

#### 2.2.7 Delete text.

- Select the text to delete.
- Press the **Delete** Key.

#### 2.2.8 Use the undo, redo command.

- On the **Quick Access Toolbar**, click **Undo** or **Repeat**.

## 3 Formatting

### 3.1 Text

#### 3.1.1 Change text formatting: font sizes.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Select a size from the list or enter a size into the **Font Size** box.

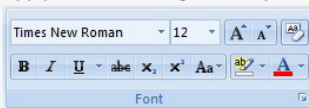
#### 3.1.1 Change text formatting: font types.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font** arrow.
- Select a font from the list or enter a font name into the **Font** box.

#### 3.1.2 Apply text formatting: bold, italic, underline.

- Select the text to format.
- To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
- To italicize the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
- To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.

#### 3.1.3 Apply text formatting: subscript, superscript.

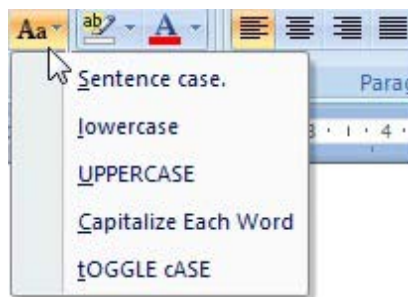


- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Superscript** or **Subscript** button.

#### 3.1.4 Apply different colors to text.

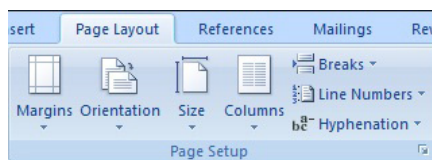
- Select the text to color.
- On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
- Click on a color.

#### 3.1.5 Apply case changes to text.



- Select the text to change case.
- On the **Home** tab, in the **Font** group, click the **Change Case** button.
- To capitalize the first letter of a sentence, click **Sentence case.**
- To make all letters lowercase, click **lowercase.**
- To capitalize all of the letters, click **UPPERCASE.**
- To capitalize the first letter of each word, click **Capitalize Each Word.**
- To shift between two case views, click **TOGGLE cASE.**

#### 3.1.6 Apply automatic hyphenation.



- Make sure that no text is selected.
- On the **Page Layout** tab, in the **Page Setup** group, click **Hyphenation**, and then click the **Automatic** button.

### 3.2 Paragraphs

#### 3.2.1 Create, merge paragraph(s).

- To create a paragraph, press the **Return** key.
- To merge paragraphs, click directly before first paragraph mark.
- Press the **Delete** key.

#### 3.2.2 Insert, remove soft carriage return (line break).

- To insert the line break, press the **Shift + Return** keys.
- To delete the line break, select line break and press the **Delete** key.

#### 3.2.3 Recognize good practice in aligning text.

- Use align, indent, tab tools rather than inserting spaces.

#### 3.2.4 Align text left, right.

- Select the text to align.
- On the **Home** tab, in the **Paragraph** group, click the **Align Left** or **Align Right** buttons.

#### 3.2.4 Align text center.

- Select the text to center.
- On the **Home** tab, in the **Paragraph** group, click the **Center** button.

#### 3.2.4 Align text justified.

- Select the text to justify.
- On the **Home** tab, in the **Paragraph** group, click the **Justify** button.

#### 3.2.5 Indent paragraphs: left, right

- Select the paragraph.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- To indent to the left, click in the **Left** box and enter the indent required.
- To indent to the right, click in the **Right** box and enter the indent required.

3.2.5 **Indent paragraphs: first line.**

- Click in front of the line to indent.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- Under **Indentation**, click the **Special** box arrow and click **First line**.

3.2.6 **Set, remove and use tabs: left, center, right, decimal.**

- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- In the **Paragraph** dialog box, click **Tabs**.
- A **Left** Tab stop sets the start position of text; the text entered moves to the right.
- A **Center** Tab stop sets the position of the middle of the text; the text entered centers on this position.
- A **Right** Tab stop sets the right end of the text; the text entered moves to the left.
- A **Decimal** Tab stop aligns numbers around a decimal point.

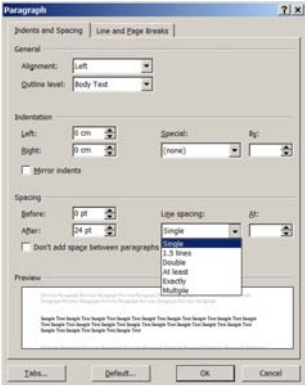
3.2.7 **Recognize good practice in paragraph spacing.**

- Apply spacing between paragraphs rather than use the **Return** key.

3.2.8 **Apply spacing above, below paragraphs.**

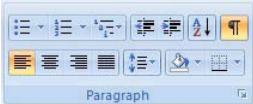
- Select the paragraph to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- To adjust the spacing before the paragraph, click the **Before** arrow up or down.
- To adjust the spacing after the paragraph, click the **After** arrow up or down.

3.2.8 **Apply single, 1.5 lines, double line spacing within paragraphs.**



- Select the paragraph to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- On the **Indents and Spacing** tab, click the **Line spacing** arrow and select **Single**, **1.5 lines**, or **Double line**.

3.2.9 **Add bullets, numbers in a single level list.**



- Select the list to bullet.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** button or **Numbering** button.

3.2.9 **Remove bullets, numbers in a single level list.**

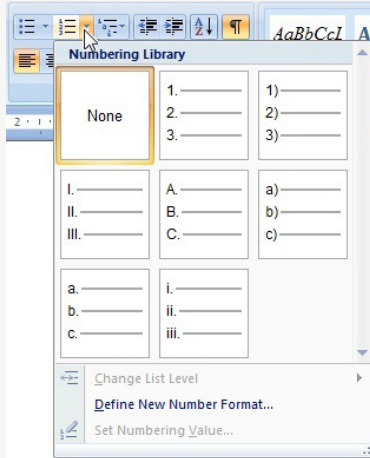
- Select the bulleted or numbered list.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow or **Numbering** arrow.
- Click **None**.

3.2.9 **Switch between different standard bullet styles in a single level list.**



- Select the bulleted list.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrows.
- Click a bullet style in the **Bullet Library**.

3.2.9 **Switch between different standard number styles in a single level list.**



- Select the bulleted list.
- On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow.
- Click a number style in the **Numbering Library**.

3.2.10 **Add a box border and shading/background color to a paragraph.**

- Select a paragraph.
- On the **Home** tab, in the **Paragraph** group, click the **Border** button arrow.
- Click **Borders and Shading**.
- Click the **Borders** tab.
- Under **Setting**, click **box border**.
- On the **Shading** tab, click the **Fill** arrow.
- Click on a color.
- Click **OK**.

3.3 **Styles**

3.3.1 **Apply an existing character style to selected text.**

- Select the word to format.
- On the **Home** tab, in the **Styles** group, move the mouse over **Quick Styles** to preview various styles.
- Click a character style to format the word.

3.3.2 **Apply an existing paragraph style to one or more paragraphs.**

- Select the paragraph to format.
- On the **Home** tab, in the **Styles** group, move the mouse over **Quick Styles** to preview various styles.
- Click a paragraph style to format the paragraph.

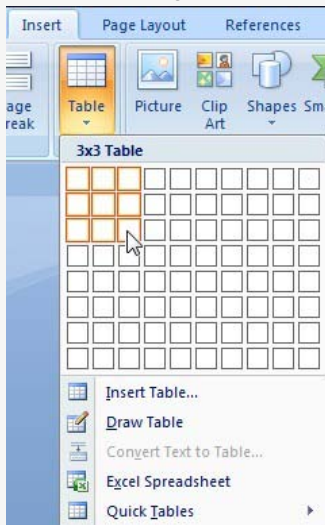
3.3.3 **Use copy format tool.**

- Select the text that has the format to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button.
- Select the text to apply the format.

4 **Objects**

4.1 **Table Creation**

4.1.1 **Create a table ready for data insertion.**



- Click in the document where the table is required.
- On the **Insert** tab, in the **Tables** group, click the **Table** button.
- Move the mouse cursor to the upper left cell.
- Move the mouse cursor across to define number of columns and down to define the number of rows.

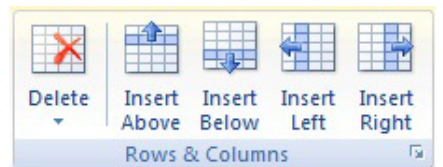
4.1.2 **Insert, edit data in a table.**

- Click in a cell and enter or delete text.

4.1.3 **Select rows, columns, cells, entire table.**

- Click into the table.
- On the **Layout** tab, in the **Table** group, click the **Select** arrow and click **Select Row**, **Select Column** or **Select Table** button.

4.1.4 **Insert rows.**



- Click in the table.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

4.1.4 **Insert columns.**

- Click in the table.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button.

4.1.4 **Delete rows and columns.**

- Select the row or column to delete.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button.
- Click **Delete Rows** or **Delete Columns**.

4.2 **Table Formatting**

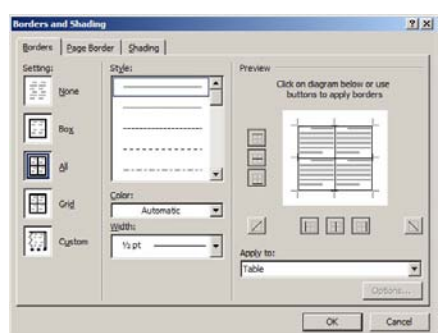
4.2.1 **Modify column width.**

- Select a column.
- On the **Layout** tab, in the **Table** group, click **Properties**.
- On the **Column** tab, select the **Preferred width** box and enter the required width.
- Click the **Measure in** box arrow to select **Centimeters** or **Percent**.

4.2.1 **Modify row height.**

- Select a row.
- On the **Layout** tab, in the **Table** group, click **Properties**.
- On the **Row** tab, select the **Specify height** box and enter the required height.
- Click the **Row height is** box arrow to select **At least** or **Exactly**.

4.2.2 **Modify cell border line style, width, color.**



- Select a cell.
- On the **Layout** tab, in the **Table** group, click **Properties**.
- On the **Table** tab, click the **Borders and Shading** button.
- On the **Borders** tab, select a line style from the **Style** box.
- Click the **Width** box to select a line width.
- Click the **Color** box to select a color.
- Click **OK**.
- Click **OK** again.

- 4.2.3 **Add shading/background color to cells.**
- Select cells.
  - On the **Layout** tab, in the **Table** group, click **Properties**.
  - On the **Table** tab, click the **Borders and Shading** button.
  - On the **Shading** tab, click the **Fill** box.
  - Under **Theme Colors**, click on a color.
  - Click **OK**.
  - Click **OK** again.

#### 4.3 Graphical Objects

##### 4.3.1 Insert an object (picture, image, chart, drawn object) to a specified location in a document.

- Click on the location to insert image.
- On the **Insert** tab, in the **Illustrations** group, click **Picture, Shapes** or **Chart**.
- Select the object to insert.

##### 4.3.2 Select an object.

- Click on the picture, image, chart or drawn object.

##### 4.3.3 Copy an object within a document, between open documents.

- Select the object.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click in the document or in another open document and click the **Paste** button.

##### 4.3.3 Move an object within a document, between open documents.

- Select the object.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click in the document or in another open document and click the **Paste** button.

##### 4.3.4 Resize an object.

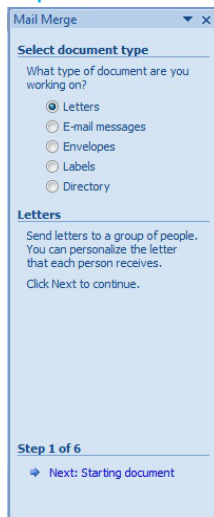
- Click on the picture, image, chart, or drawn object.
- Drag the object's sizing handles to the required size.

##### 4.3.4 Delete an object.

- Click on the picture, image, chart, or drawn object.
- Press the **Delete** key.

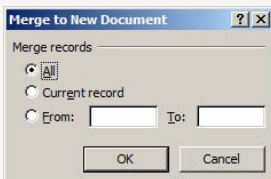
## 5 Mail Merge

### 5.1 Preparation



- On the **Mailings** tab, in the **Start Mail Merge** group, click the **Start Mail Merge** button.
- Click **Step by Step Mail Merge Wizard**.
- Select **Letters** under **Select document type**.
- Click **Next: Starting document**.
- Under **Select starting document**, select **Use the current document**.
- Click **Next: Select recipients**.
- Under **Select Recipients**, select **Use an existing list**.
- Click **Browse**.

- In the **Select Data Source** dialog box, navigate to and select the file which contains the recipient details.
- Click **Open**.
- The **Mail Merge Recipients** dialog box opens, displaying the records contained in the data source.
- Click **OK**.
- Click **Next: Write your letter**.
- Under **Write your letter**, click **Address block**.
- In the **Insert Address Block** dialog box, click **OK** to accept the default settings.
- Click **Next: Preview your letters**.
- Under **Preview your letters**, click the arrows next to the **Recipient** button to preview the letters.
- Click **Next: Complete the merge**.
- Click **Edit individual letters**.
- Select **All** in the **Merge to New Document** dialog box.
- Click **OK**.



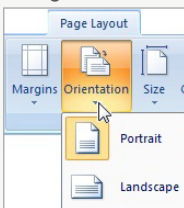
### 5.2 Outputs

- On the **Quick Access Toolbar**, click the **Save** button.
- The document is saved as Letter1.
- To print the merged document, open the merged document.
- Click the **Office** button.
- Click **Print**.

## 6 Prepare Outputs

### 6.1 Setup

#### 6.1.1 Change document orientation: portrait, landscape.



- On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button.
- Click **Portrait** or **Landscape**.

#### 6.1.1 Change paper size.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Size** button.
- Select a paper size.

#### 6.1.2 Change margins of entire document: top, bottom, left, right.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button.
- Click on **Custom Margins**.
- On the **Margins** tab, enter a top, bottom, left, right margin.

#### 6.1.3 Recognize good practice in adding new pages:

- Insert a page break rather than using the **Return** key.

#### 6.1.4 Insert a page break in a document.

- Click in the document where the page break should be inserted.
- On the **Insert** tab, in the **Pages** group, click the **Page Break** button.

#### 6.1.4 Delete a page break in a document.

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button.
- In the document, click before the page break code.
- Press the **Delete** key.

#### 6.1.5 Add text in headers.

- On the **Insert** tab, in the **Header & Footer** group, click the **Header** button.
- Select a header design.
- Click in the header area at the top of the page and enter text.

#### 6.1.5 Edit text in headers.

- Double click in the header area at the top of the page and edit text.

#### 6.1.5 Add text in footers.

- On the **Insert** tab, in the **Header & Footer** group, click the **Footer** button.
- Select a footer design.
- Click in the footer area at the bottom of the page and enter text.

#### 6.1.5 Edit text in footers.

- Double click in the footer area at the bottom of the page and edit text.

#### 6.1.6 Add fields in headers, footers: date

- Click in the header or footer.
- On the **Design** tab, in the **Insert** group, click **Date & Time**.
- Select a format from the **Available formats** list.
- Click **OK**.

#### 6.1.6 Add fields in headers, footers: page number information.

- Double-click the header or footer.
- On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
- Select **Current Position**.
- Select a page number design.

#### 6.1.6 Add fields in headers, footers: file name.

- Double-click in the header or footer.
- On the **Design** tab, in the **Insert** group, click **Quick Parts** and then click the **Field** button.
- In the **Field names** list, select **FileName** and click **OK**.

#### 6.1.7 Apply automatic page numbering to a document.

- On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button.
- Select a page number position from the list.
- Click on a page number design.

### 6.2 Check and Print

#### 6.2.1 Spell-check a document and make changes like: correcting spelling errors, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.
- When an incorrect spelling is found, select a correct spelling from the list and click the **Change** button.
- When a repeated word is found, click the **Delete** button.

#### 6.2.2 Add words to a built-in custom dictionary using a spell-checker.

- On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.
- When the spelling checker finds a word it does not recognise, click the **Add to Dictionary** button.

#### 6.2.3 Preview a document.

- Click the **Office** button.
- Select **Print**.
- Click **Print Preview**.

#### 6.2.4 Print a document from an installed printer using output options like: entire document, specific pages, number of copies.

- Click the **Office** button.
- Select **Print**.
- Click the **Print** button.
- To print the complete document, under **Print Range**, select **All**.
- To print specific pages, under **Print Range**, select **Pages** and enter specific page numbers and/or page ranges to print.
- Under **Copies**, enter the number of copies to print. Click **OK**.

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