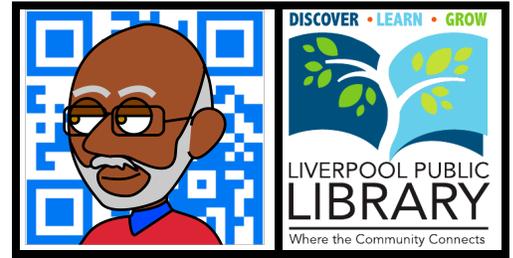


# Tech Tips from Mr G

## What You Need to Know About Microsoft Word 2007 (for Windows)



Once upon a time schools taught word processing as part of the regular middle school and high school Computer Literacy curriculum. Nowadays many schools have abandoned that, thinking that kids are already computer-savvy, and know those basics. However, nothing could be farther from the truth. While kids seem to know everything there is to know about **Facebook** and **YouTube**, I've seen library patrons of all ages come in not knowing anything more than the bare basics of word processing, and trying to use the computer as a typewriter that's attached to a screen.

This handout is an attempt to try to rectify that situation with **Word 2007**, the word processing software that we run on the Windows machines here at the Liverpool Public Library. If you have a later version of Word, like **Word 2011** (for Macintosh) or **Word 2013** (for Windows), things may look a little different and you may have to hunt around a little, but the basic concepts will still be the same.

### The Best Course I Ever Took

At age 15 I thought I knew how to type. After all, I had been using my mother's old red Royal typewriter to type reports ever since I was in 4<sup>th</sup> grade. But as a sophomore in high school, because of a scheduling problem, I was placed in the Beginning Typing class, and suddenly a new world was opened up to me. I learned how to use the correct fingers to type with, I learned about setting margins and tabs, and what the mystical **MarRel** key was actually meant for. I learned how to format my papers so that they looked like they had been professionally done, and not by some 10<sup>th</sup>-grader hunting and pecking at a keyboard. I learned the tricks that would make my life at the typewriter keyboard a whole lot easier.

### Into the Computer Age

12 years later I was introduced to PCs and word processing on computers, and this made my life at the keyboard even easier than it had been before. The trick, though, was learning how the word processing programs worked and what they could do, and not to just think of it as a typewriter attached to a screen. On the right is a list of the top 14 things you should learn about whatever word processing program you're using on your computer.

### Take the Time to Teach Yourself

No matter what word processing software you're using, there are guides available to help you learn it. Some people do well with the built-in help systems, others prefer looking online for help, and still others prefer to use printed manuals like **Microsoft Office Word 2007 for Dummies** (library call number 005.52 Gookin), **Word 2007: The Missing Manual** (005.52 Grover), or **Picture Yourself Learning Microsoft Office 2007** (005.5 Koers). Whatever method you prefer, take the time to learn how to properly use the word processing program you're working with.

It'll make your life a lot easier, and serve you well in the years to come.

1. Using the Help system
2. How to set margins
3. How to properly insert a page break
4. How to do indentations from the margins
5. Hanging indents, bullets, and numbered lists (oh my!)
6. How to set tabs (and learning about the different types)
7. Using Find & Replace
8. How to properly do page numbers
9. How to properly do footnotes
10. Paragraph alignment (left, center, right, and justified)
11. Line spacing (single, double, 1.5, and custom)
12. Creating and using custom paragraph styles (if your word processor supports them)
13. Inserting pictures and wrapping text around them
14. Creating and using tables

## Using the Help System

If you don't know what you're doing, the very first thing you need to know is how to find out what to do. On Windows computers, you can get help in just about every program by pressing the **F1** key. In Microsoft Word, that will bring up a screen that looks like the one on the right. From here you can get help with just about every aspect of using Word. Play around with it a bit to see what it can do.



## Navigating the Ribbons

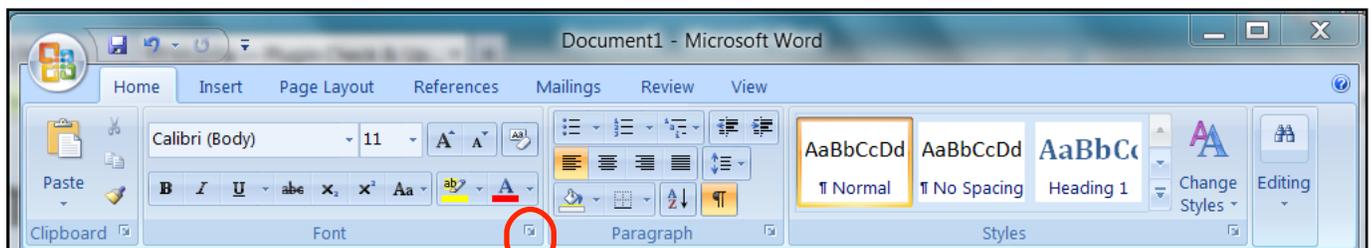
You'll find most of Word's commands in the six different **ribbons** along the top of the screen, and most of the commands that you'll be concerned with on a regular basis will be found in just five of them: **Home**, **Insert**, **Page Layout**, **References**, and **View**. We're going to take a look at the most commonly used commands on each ribbon.



**The Word Ribbon Bar**

## Home, Sweet Home

This is where the commands for **fonts**, **paragraph styles**, and **find & replace** live.



**The Home Ribbon**

The **Font** section of the ribbon is where your fonts and font controls live (kind of makes sense, doesn't it?). And in addition to the regular choices of **font**, **size**, **style**, and **color** that you see right there on the ribbon itself, clicking in the little **expansion box** in the bottom right-hand corner (circled in the example shown above) gives you an even greater selection of font control choices.

By the way, if you need to write out a formula like **H<sub>2</sub>SO<sub>4</sub>** or **E=MC<sup>2</sup>**, you'll find the buttons for **subscript** and **superscript** right there in the font section of the ribbon.

The **Paragraph** section is where you control choices that apply to the entire paragraph (once again, that kind of makes sense). Among the choices you'll see here are the ones for **alignment** (left, center, right, and justified), **line spacing**, **bullet lists**, and **numbered lists**. There's also a button that looks like this: ¶. This is

for showing and hiding the **non-printing characters** onscreen. A lot of people find it annoying to have all the dots and arrows and paragraph markers showing up onscreen as they type. I, on the other hand, can't live without them. I like being able to see exactly what's going on, and whether I used a tab or five spaces at the beginning of that paragraph.

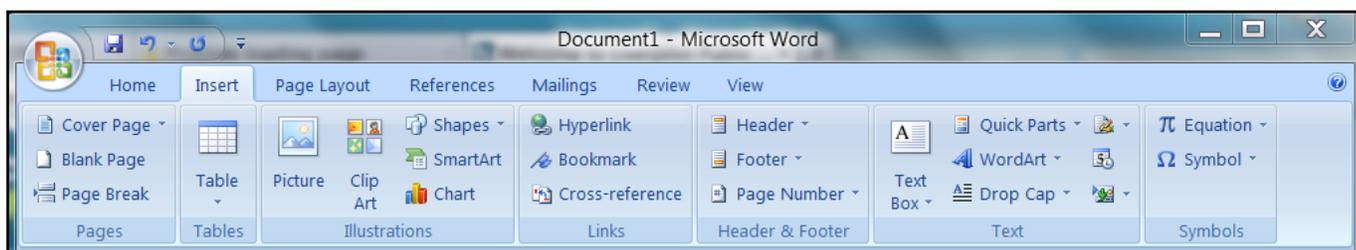
And speaking of **tabs**, if you click on the **expansion box** for the **paragraph** section, you'll see more controls, including those for **left** and **right indentations from the margin** (we'll talk about margins later), **hanging indentations** (great for bibliographies), and **tabs** (left, center, right, and decimal...use these, instead of spaces, for lining up text).

The **Styles** section lets you use certain pre-defined paragraph styles (like **Normal**, **Heading 1**, and **Quote**). It also lets you define and save your own paragraph styles to use later. That's a function I use all the time when writing these handouts.

Finally, the little **Editing** section at the end of the ribbon is where you'll find the **Find** and **Replace** commands. These are very useful if you want to change every instance of the word **red** to **blue** in a long document.

### The Insert Ribbon

There are lots of commands that live here. The ones you'll most likely be concerned with at the beginning are the ones for **pages, tables, illustrations, and header & footer**.



**The Insert Ribbon**

The **Pages** section of the ribbon is where you insert different types of pages or breaks into your document, and here the **page break** command is very important to know how to use. Far too many people try to create a **hard page break** by hitting the **return** key over and over again. That may look like it works at first, but in the long run, it's the wrong way to do it. That's because if you add or delete any text later on, or change the font size, that page break that once looked so perfect will be in the totally wrong place.

Learn how to do this properly. It's really not that hard.

**Tables** are what you might want to do in order to create something like what I have below:

Day	Destination	Miles	Hours
Monday	Ottawa, ON	200	1
Wednesday	Toronto, ON	280	5
Friday	Jamestown, NY	180	1
Sunday	Liverpool, NY	220	1

You could do this by either creating a 4x5 table in the first place, or by creating a 4x1 table, and then adding new rows by pressing the **tab** key at the end of the last one.

The **Illustrations** section is where you go if you want to insert a picture, photo, piece of clip art, or any other kind of graphic into your document. Of course, you could also still **copy** and **paste** it from somewhere else, but in most cases, this method is a lot easier.

Once you've inserted your illustration, you can right-click on it to determine whether it's **inline with text** or if the text **wraps around it**.

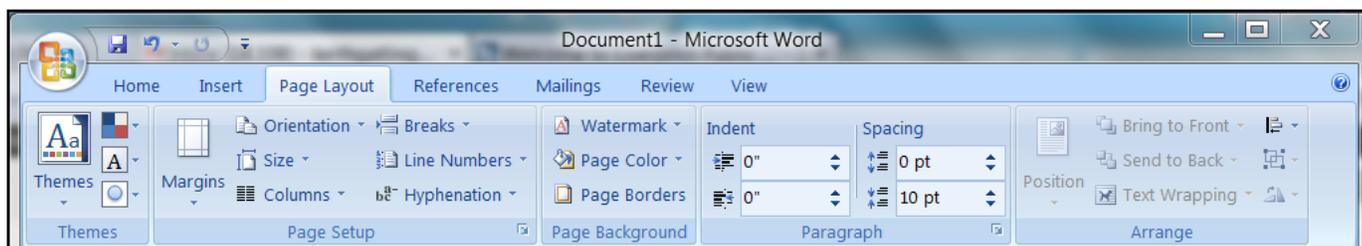
When you need to enter page numbers, the best place to do it is usually in a **header** or a **footer**, and you can find these in the **Header & Footer** section of the ribbon.

The **header** is a section at the very top of the document that stays the same on every page. Likewise the **footer** is at the bottom of the document. Word provides you with a blank headers and footers as well as several different pre-formatted versions. Some already have the page numbers in them and some don't. If they don't, you can always insert the page number "by hand."

**Warning!** When I say that you can insert the page number "by hand," I don't mean that you can just type it in. Since the header or footer stays the same on every page, typing in the number "1" in the footer will guarantee that you have that number at the bottom of every page in your document. Be sure to use the **Insert Page Number** command instead. That puts a little marker in that updates with each page you're on.

## The Page Layout Ribbon

This is where the commands for **margins**, **orientation**, and **indentations** are found. It's also another place to find commands for **text wrapping** and **page breaks**.



**The Page Layout Ribbon**

In the **Page Setup** portion of the ribbon you can set your margins by clicking on the **Margins** icon to see a number of preset options. You can also choose between **portrait** and **landscape orientation**, and **paper size**. And if you look carefully, you'll see one of those little **expansion boxes** at the bottom right hand corner that let you control your choices even more precisely.

The **Paragraph** section lets you select the **indentation from the margin**. Don't know what that means? Well, this document has a margin of **a half inch on each side**. However, the paragraph shown below is indented **an additional inch from both the left and right margins**. You'll often want to indent on both sides on the paragraph in order to set it off from the rest of the document and make it stand out.

Our family loves **Freakonomics**. My wife and I, along with our 20-year-old daughter, have read the book. My wife and I, along with our 11-year-old daughter, listen to the podcasts in the car. In fact, our 11-year-old has decreed that we're not allowed to listen to the podcasts without her.

The **Spacing** controls let you control how much blank space is above or below a paragraph.

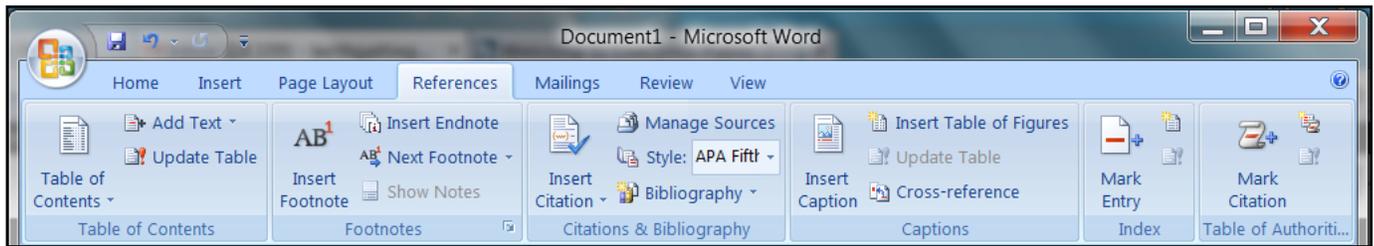
Once again, the **Paragraph** section has an **expansion box** that give you even more paragraph control options. One of those special things you might want to choose from here is the **Hanging Indent**. You'll find this under **Indentations/Special**.

"What's a hanging indent?" you ask. It's a paragraph where the first line starts farther out **to the left** than the rest of the paragraph, and **hangs over it**. They're often used in bibliographies. The paragraph below is an example of a hanging indent.

Gatling, K. E. (2013, August 20). *Morals, Economics, and Lego*. Retrieved August 26, 2013, from The Word From G: <http://wordfromg.blogspot.com/2013/08/morals-economics-and-lego.html>

## The References Ribbon (shown on the next page)

This is the place where you'll find the command for inserting **footnotes**. It's also where you'll find some really wonderful tools for creating **bibliographies**, **tables of contents**, **captions**, **indexes**, and all manner of other things you might want to use when writing a paper. However, I'm only going to talk about creating footnotes and bibliographies.



### The References Ribbon

**Footnotes** (as well as their cousins, **endnotes**) are entered from the **Footnote** section of the ribbon. And as you can see, there's a little **expansion box** at the bottom that gives you even more commands to use with it. However, for most people, the standard settings will do just fine.

**Bibliographies** used to be a real pain to write, and that was back in the days when we were pretty much only dealing with books and magazines. Now with websites, movies, and all other kinds of resources to deal with, it's only gotten more complicated.

Fortunately, Microsoft has made that a lot easier with their bibliography tool. Clicking on **Insert Citation/Add New Source** brings up a box that first asks you what kind of source you want to add, and then prompts you for the appropriate information; which it then stores for use later on.

### More, More More

There are all kinds of other things you can do in Microsoft Word. A lot of people complain about it being "bloatware" because it has tons of features that they don't use. But these people forget that the features that they don't use may well be ones that others do; or that they might find a use for later on. It took 27 years before I needed to use the **Table of Contents** tool, but now that I need it, I'm glad it's there. You may wonder why the **Mail Merge** tool (on the **Mailings** ribbon) is even there, but if you've ever had to generate a series of personalized form letters, it's an absolute lifesaver. In fact, I even know of someone who has used it to create the pictorial directory for her church.

For now you may only use the tools that I've shown you in this handout, and you might not even use all of them in the beginning; but play around with Word, get to know it, and especially get to know how to use its built-in help system.

### Where to Find the Top 14 Things You Need to Know How to Do

So now that we've gone through the most commonly used commands, here's a little "cheat sheet" of where to find the 14 I mentioned in the list at the very beginning:

1. The **Help system** can be accessed by pressing the **F1** key.
2. **Margins** are on the **Page Layout** ribbon.
3. **Page Breaks** are on the **Insert** ribbon.
4. **Indentations from the margin** are on the **Page Layout** ribbon.
5. **Hanging Indents** are on the **Page Layout** ribbon, while **Bullets**, and **Numbered Lists** are on the **Home** ribbon.
6. **Tabs** are from the **Paragraph** section of the **Home** ribbon
7. **Find and Replace** are from the **Editing** section of the **Home** ribbon
8. **Page Numbers** are on the **Insert** ribbon.
9. **Footnotes** are on the **References** ribbon.
10. **Paragraph Alignment** is from the **Paragraph** section of the **Home** ribbon.
11. **Line Spacing** is from the **Paragraph** section of the **Home** ribbon.
12. **Custom Paragraph Styles** are in the **Styles** section of the **Home** ribbon.
13. **Inserting Pictures and Wrapping Text** are on the **Insert** ribbon.
14. **Creating and Using Tables** is on the **Insert** ribbon.

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### Tech Tips from Mr G is a publication of the Liverpool Public Library.

You can find more of them at [www.LPL.org/computers-and-computing/tech-tips](http://www.LPL.org/computers-and-computing/tech-tips)

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