MS Office 2007

Office Butto

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		Home	Insert	Page Layout	References	Mailings	Review	View
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Text Boxes

You can draw a text box the old wav—or vou can choose from a

Insert > Text Box is all you have to

bewildering array of styles.

do to make a text box.

contextual tabs

It's all here¹—but where?

The Office button and the tabs are two of the biggest biggies. The Office button is always there but the tabs are contextual: they change depending on what you have selected.

It takes most people awhile to get used to the navigation bar at the top. All the old stuff is re-organized into the tabbed format AND there are gobs of (maybe) fascinating new things.

way over on the right, where you can specify which layout you want.

You can still format stuff by right-clicking, of course.



Saving

File <u>n</u> ame:	MS Office 2007.docx
Save as <u>t</u> ype:	Word Document (*.docx)
	Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc)

Office 2007 wants to save documents in a new format (.docx) that computers with Office 2003 may not be able to read. The way to make sure your 2007 documents can be read in by Office 2003 computers is to save your documents in .doc format.

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Edit Wrap Points

More Layout Options...

To change the default format for saving, hit the Office Button, then Word Options, then Save.

Microsoft has a free compatibility pack that enables computers running Office 2003 to read documents in the Office 2007 format (.docx, .xlsx, and .pptx for Word, Excel, and PowerPoint). Just go to www.microsoft.com/downloads/details.aspx?familyid=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en

Mac users with Office 2008 will be able to read Office 2007 documents with no problems. Mac users with Office 2004 can download a compatibility pack from www.microsoft.com/downloads/details.aspx?FamilyId=6B9238E1-CF69-48C4-BF2D-C4A8ACEEE520&displaylang=en

Some features of Word 2007 do change when opened in earlier versions. For details, see: http://office.microsoft.com/en-us/word/HA100444731033.aspx

¹ Except grouping pictures with shapes: you can't do that anymore. But you can group (many) other graphic objects.

Turn-offs in Word 2007

To turn off automatic capitals, hit the Office Button, then go to Proofing, then AutoCorrect.

Word Options		AutoCorrect: English (U.S.)		
Popular Display	Change how Word corrects and formats your text.	AutoFormat Smart Tags AutoCorrect Math AutoCorrect AutoFormat As You Type		
Proofing	AutoCorrect options	Show AutoCorrect Options buttons		
Proofing Save Advanced Customize Add-Ins Trust Center Resources	Change how Word corrects and formats text as you type: AutoCorrect Options When correcting spelling in Microsoft Office programs Ignore words in UPPERCASE Ignore words that contain numbers Ignore Internet and file addresses Ignore Internet and file addresses Ignore accented uppercase in French Suggest from main dictionary only Custom Dictionaries French modes: Traditional and new spellings	Correct TWo INitial CApitals Exceptions Capitalize first letter of gentences Capitalize first letter of table gells Capitalize games of days Correct accidental usage of cAPS LOCK key		
	When correcting spelling and grammar in Word	:(<u></u> ⊗ :-(⊗		
	Check spelling as you type Use contextual spelling Mark grammar errors as you type Check grammar with spelling Show readability statistics Writing Style: Grammar Only Settings Check Document	Add Delete Automatically use suggestions from the spelling checker OK Cancel		
	Exceptions for: I MS Office 2007.docx ♥ ✓ Hide spelling errors in this document only ✓ Hige grammar errors in this document only	Notice in the window on the left, that on- the-fly spell checking is turned off. That means no wavy red or green lines under words that aren't in Word's dictionary.		

Drawing Grid	? 🛛				
Object Snapping					
✓ Snap objects to other objects					
Grid settings					
Horizontal spacing:	0.07" 😂				
Vertical spacing:	0.13" 🔤				
Grid origin					
✓ Use margins					
Horizontal origin:	0.5"				
Vertical origin:	0.5" 🗘				
Show grid					
🔲 Display gridlines on screen					
Vertical every:	2				
Horizontal every:	2				
Snap objects to grid when the gridlines are not displayed					
Default	OK Cancel				

Snap objects to Grid. Most of the time, you'll like Word 2007's default setting, always snapping objects to an invisible grid. When you want to move those objects just a little bit at a time, you can (as before in Office 2003) hold the Ctrl key down and tap the arrow keys. But if you want to turn the Grid off, and get really fine, you'll need to go to the Grid Settings: Hit the Format tab (if you don't have a graphic selected, you won't see the Format tab), then the Align button, then pick Grid Settings from the drop-down menu.

(It's often handy to have objects snap to other objects, but you can turn that off too.)

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	Align Selected Objects
	View Gridline <u>s</u>
#	<u>G</u> rid Settings
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