

Word 2007 FOR DUMMIES®

by Dan Gookin



Wiley Publishing, Inc.

Word 2007

FOR

DUMMIES[®]

Word 2007 FOR DUMMIES®

by Dan Gookin



Wiley Publishing, Inc.

Word 2007 For Dummies®

Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

Copyright © 2007 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Legal Department, Wiley Publishing, Inc., 10475 Crosspoint Blvd., Indianapolis, IN 46256, (317) 572-3447, fax (317) 572-4355, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 800-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2006934826

ISBN-13: 978-0-470-03658-7

ISBN-10: 0-470-03658-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2

1B/QV/RS/QW/IN



About the Author

After physically destroying three typewriters, **Dan Gookin** bought his first computer in 1982 at the urging of the guy in the typewriter repair shop. Contrary to his prejudices, Dan quickly discovered that computers were about more than math, and he quickly took to the quirky little devices.

Twenty-five years later, Mr. Gookin has written over 100 books about computers and high tech and gone through more than 50 computers, including a dozen or so laptops and portables. He has achieved fame as one of the first computer radio talk show hosts, the editor of a magazine, a national technology spokesman, and an occasional actor on the community theater stage.

Dan still considers himself a writer and computer “guru” whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. He knows that the complex beasts are important and can do a great deal to help people become productive and successful. Dan mixes his vast knowledge of computers with a unique, dry sense of humor that keeps everyone informed — and awake. His favorite quote is “Computers are a notoriously dull subject, but that doesn’t mean I have to write about them that way.”

Dan Gookin’s most recent books are *PCs For Dummies*, 10th Edition, *Laptops For Dummies*, 2nd Edition, and some new titles he can’t yet discuss under threat of death. He holds a degree in communications/visual arts from UCSD. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with the lads.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial, and Media Development

Project Editor: Paul Levesque

Acquisitions Editor: Greg Croy

Copy Editor: Rebecca Whitney

Technical Editor: Lee Musick

Editorial Manager: Leah Cameron

Media Development Specialists: Angela Denny, Kate Jenkins, Steven Kudirka, Kit Malone

Media Development Coordinator: Laura Atkinson

Media Project Supervisor: Laura Moss

Media Development Manager: Laura VanWinkle

Editorial Assistant: Amanda Foxworth

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant (www.the5thwave.com)

Composition Services

Project Coordinator: Adrienne Martinez

Layout and Graphics: Lavonne Cook, Denny Hager, Stephanie D. Jumper, Clint Lahnen, Barbara Moore, Barry Offringa, Lynsey Osborn, Erin Zeltner

Proofreaders: Laura Albert, Christine Pingleton, Techbooks

Indexer: Techbooks

Anniversary Logo Design: Richard Pacifico

Special Help: Mary Lagu

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Joyce Pepple, Acquisitions Director

Composition Services

Gerry Fahey, Vice President of Production Services

Debbie Stailey, Director of Composition Services

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Hello, Word!</i>	9
Chapter 1: Word Hokey-Pokey	11
Chapter 2: Making Friends with the Keyboard	25
Chapter 3: A Quick Guide to Word (For the Impatient)	35
<i>Part II: Word Processing Basics</i>	45
Chapter 4: Moving Around a Document Hither, Thither, and Yon	47
Chapter 5: Editing Text	55
Chapter 6: Find and Replace	65
Chapter 7: Text Blocks, Stumbling Blocks, Writer's Blocks	79
Chapter 8: Proofing Your Document (Spelling and Grammar)	95
Chapter 9: Documents and Files	111
Chapter 10: The Printer, the Paper, the Document Maker	125
<i>Part III: Formatting</i>	137
Chapter 11: Formatting Text	139
Chapter 12: Formatting Paragraphs	153
Chapter 13: Setting Tabs	167
Chapter 14: Formatting Pages	183
Chapter 15: Formatting Documents	197
Chapter 16: The Styles of Word	211
Chapter 17: Themes and Templates	227
Chapter 18: Misc. Formatting Stuff	239
<i>Part IV: Making Your Document All Fancy-Schmancy</i>	251
Chapter 19: Borders, Boxes, and Background Color	253
Chapter 20: Turning the Tables	261
Chapter 21: Carousing with Columns	273
Chapter 22: I Love Lists	279
Chapter 23: Going Graphical	289
Chapter 24: Stick <i>This</i> in Your Document	301

<i>Part V: What Else Is Left?</i>	309
Chapter 25: Multiple Documents, Multiple Windows, Multiple Formats, Multiple Madness	311
Chapter 26: Other Ways of Viewing a Document	321
Chapter 27: Working This Out Together	331
Chapter 28: Merrily We Mail Merge	339
Chapter 29: Labels of Love	351
Chapter 30: Customizing Word	357
<i>Part VI: The Part of Tens</i>	365
Chapter 31: The Ten Commandments of Word	367
Chapter 32: Ten Cool Tricks	371
Chapter 33: Ten Odd Things	379
Chapter 34: Ten Avuncular Suggestions	385
<i>Index</i>	389

Table of Contents

***Introduction*..... 1**

What's New in Word 2007?	1
About This Book.....	2
How to Use This Book	3
Foolish Assumptions	4
How This Book Is Organized.....	4
Part I: Hello, Word!.....	5
Part II: Word Processing Basics	5
Part III: Formatting	5
Part IV: Making Your Document All Fancy-Schmancy.....	5
Part V: What Else Is Left?.....	5
Part VI: The Part of Tens	5
What's Not Here	6
Icons Used in This Book.....	6
Where to Go from Here.....	7

***Part I: Hello, Word!*..... 9**

Chapter 1: Word Hokey-Pokey 11

How Do I Start Word? Let Me Count the Ways.	11
The good, yet unimaginative, way to start Word	12
The better and best ways to start Word.....	13
Starting Word by opening a document	15
Behold Word!	16
Maximize Word's window size	16
Look! Up on the screen!	18
The blank place where you write	19
The mouse pointer in Word	20
Cajoling Word to Help You	21
When You're All Done	22
Quitting Word.....	22
How to quit what you're doing without quitting Word.....	23
Putting Word away for a spell	24



Chapter 2: Making Friends with the Keyboard 25

Behold the PC Keyboard!25
Typing (Or, the Old Hunt-and-Peck)27
 Follow the blinking cursor28
 When to press that Enter key28
 When to whack the spacebar29
 Backing-up and erasing keys30
 Mind your 1's and 0's and L's and O's30
Things to Notice Whilst You Type31
 The left end of the status bar31
 Life between pages32
 Spots and clutter in your text33
 Strange underlines and colored text33
 Word can type that for you34

Chapter 3: A Quick Guide to Word (For the Impatient) 35

The Overview36
Starting Out with a New Document37
Typing the Text38
Formatting a Document38
Save Your Stuff!39
Finishing a Document41
 Proofing your work42
 Previewing a document42
 Printing a document42
Wrapping Things Up44

***Part II: Word Processing Basics* 45**

Chapter 4: Moving Around a Document Hither, Thither, and Yon . . . 47

Scrolling a Document47
 The vertical scroll bar47
 One paragraph on the horizontal scroll bar49
 Mouse scrolling tricks49
Moving the Insertion Pointer50
 Commanding the insertion pointer with the mouse50
 Moving in small increments (basic arrow keys)50
 Moving from beginning to end51
 The peculiar cases of PgUp and PgDn51
Using Browse Buttons to Navigate52
Getting Lost and Going Back53
Go to Wherever with the Go To Command53

Chapter 5: Editing Text	55
Deleting Stuff.....	55
The delete keys: Backspace and Delete	56
Deleting single characters.....	56
Deleting a word.....	57
Deleting more than a word.....	57
Splitting and Joining	59
Making two paragraphs from one	59
Making one paragraph from two	60
Splitting lines with a soft return	60
Mistakes? Mistakes? Undo Them with Haste	60
Now mark me, how I will undo myself.....	61
Redo, the Undo-Undo command	61
Redo, the Repeat Typing command.....	62
Chapter 6: Find and Replace	65
Text Happily Found.....	65
O villainous text tidbit! Seek it out!.....	66
The Super Find command	67
Finding stuff you can't type in	70
Finding formatting.....	72
Replacing What's Been Found	74
The miracle of the Replace All button.....	76
Finding and replacing formatting.....	76
Chapter 7: Text Blocks, Stumbling Blocks, Writer's Blocks	79
What Is a Block of Text?	80
Marking a Chunk of Text As a Block	81
Using the keyboard to select text.....	81
Marking a block with the mouse	82
Using the F8 key to mark a block	84
Blocking the whole dang-doodle document	85
Deselecting a Block.....	86
You've Marked the Block — Now What?	86
Copying a block	87
Moving a block.....	88
Options for pasting text.....	88
Special pasting.....	89
Copying or moving a block with the mouse	90
Copying and moving with the F2 key	91
The Miracle of Collect-and-Paste	91
Looking at the Clipboard.....	91
Pasting from the Clipboard task pane	92
Cleansing the Clipboard task pane.....	93

Chapter 8: Proofing Your Document (Spelling and Grammar)95
Hun Dewing Yore Mist Aches.....	96
Check Your Spelling.....	96
The red zigzag of shame.....	96
What to do when the spell checker stupidly assumes that a word is misspelled but in fact it isn't.....	98
Undoing an Ignore All command.....	99
Un-adding words to the dictionary.....	100
Instant Text-Fixin' with AutoCorrect.....	101
AutoCorrect in action.....	101
Do your own AutoCorrect entries.....	102
Undoing an AutoCorrect correction.....	103
Grammar Be Good.....	104
Proofing Your Entire Document at Once.....	104
Customizing Proofing Options.....	106
Improving Your Word Power.....	106
A thesaurus is not a colossal prehistoric beast.....	107
The Research task pane.....	108
Making Every Word Count.....	109
Chapter 9: Documents and Files111
All About Files.....	111
Making a New Document.....	112
Quick! A blank sheet of paper!.....	113
Using a template.....	114
Saving a Document.....	115
Saving a new document to disk the first time.....	115
Problems with saving a document to disk.....	117
Saving or updating a document.....	118
Saving when you're done.....	119
Not saving a document.....	120
Opening a Document.....	120
Using the traditional Open command.....	120
A handy way to open a recent file.....	122
Opening one document inside another.....	122
Chapter 10: The Printer, the Paper, the Document Maker125
Preparing the Printer.....	125
Preview Before You Print.....	126
Printing a Whole Document.....	128
Printing backward.....	130
Printing a document quickly.....	131
Choosing another printer.....	131

Printing Part of a Document	132
Printing a specific page	132
Printing a range of pages	133
Printing a block.....	134
Printing More than One Copy of Something.....	134
Canceling a Print Job (Omgosh!).....	135
<i>Part III: Formatting</i>	137
Chapter 11: Formatting Text	139
How to Format Text	139
Basic Text Formatting.....	140
Changing the font	141
Character formats (bold, italic, and so on).....	142
Text Transcending Teeny to Titanic	144
Setting the text size.....	145
Nudging text size	145
More Colorful Text Makes Not for More Colorful Writing.....	146
Undoing All This Text-Formatting Nonsense	147
Fun and Formatting in the Font Dialog Box	148
Changing the CASE of Text.....	151
Chapter 12: Formatting Paragraphs	153
How to Format a Paragraph.....	153
Where the Paragraph Formatting Commands Lurk.....	155
Paragraph Justification and Alignment	156
Line up on the left!.....	157
Everyone center!.....	157
Line up on the right!.....	157
Full justification! (Full justification — aye, sir!).....	158
Making Room Before, After, or Inside Your Paragraphs.....	158
Traditional line spacing	158
More line spacing options	159
That space between paragraphs	160
Paragraph Indentation.....	161
Indenting the first line of a paragraph.....	161
Making a hanging indent	162
Indenting a whole paragraph	163
Setting the paragraph margins	163
Who Died and Made This Thing Ruler?.....	164

Chapter 13: Setting Tabs	167
The Story of Tab.....	167
The Tab Stops Here.....	168
The Standard Left Tab Stop	170
The tabbed list.....	170
The tab-tab-paragraph thing.....	172
The Center Tab Stop	173
The Right Tab Stop.....	174
Right stop, left stop list	175
Tab, right stop list	176
The Decimal Tab.....	177
The Bar Tab.....	178
The Tabs Dialog Box.....	178
Setting a tab in the Tabs dialog box.....	179
Setting leader tabs.....	180
Default tab stops	181
Unsetting a Tab Stop.....	182
Chapter 14: Formatting Pages	183
Describe That Sheet o' Paper	183
A page is a sheet of paper about "this" big.....	184
Page orientation (landscape or portrait).....	185
Marginal information	186
Behold the Page Setup dialog box.....	187
Page Numbering	189
Where to stick the page number?	190
Starting off with a different page number	191
Numbering with Roman numerals	192
Removing page numbers	192
New Pages from Nowhere	192
Starting afresh on a new, blank page	192
Inserting a whole, blank page	193
Page Froufrou	194
Color your page	194
The distinguished watermark.....	195
Chapter 15: Formatting Documents	197
The Oft Misunderstood Yet Useful Concept of Sections	197
Understanding sections.....	198
Creating a section.....	199
Using a section.....	200
Deleting a section break	201
Adding a Cover Page (Sneaky and Quick).....	201

Hats and Shoes for Your Pages (Headers and Footers)202
 Adding a header203
 Editing a header.....204
 Making odd and even headers.....206
 “But I don’t want a header on my first page!”207
 Headers and document sections.....207
 Removing a header.....209

Chapter 16: The Styles of Word 211

The Big Style Overview211
 Types of styles212
 Styles quick and custom.....213
 Using a style213
 Effortless Formatting Fun with Quick Styles214
 Applying a Quick Style to your text214
 Employing the Styles task pane.....216
 The Styles task pane lite.....218
 Discovering which style you’re using.....218
 Switching to another style set219
 Unapplying a style.....219
 Do-It-Yourself Styles220
 Creating a style based on text you’ve already formatted220
 Creating character, list, and other types of styles223
 Modifying a style223
 Giving your style a shortcut key224
 Deleting a style225
 Managing All Your Various Styles.....225

Chapter 17: Themes and Templates 227

Formatting Fast and Fancy with a Theme227
 Applying a document theme.....228
 Modifying or creating a theme.....229
 Whipping Out Similar Documents Based on a Template230
 What is a template?.....231
 Creating a template based on a document you already have231
 Making a new template from scratch.....234
 Modifying a template you created234
 Attaching a template to a document235
 Understanding NORMAL.DOTM.....236

Chapter 18: Misc. Formatting Stuff 239

Automatic Formatting.....239
 Enjoying automagical text.....240
 Paragraph formatting tricks.....241
 Undoing an AutoFormat242
 Disabling the @\$%&! AutoFormat.....243

Become an Expert in Your Fields	244
Inserting a field into your document	244
Playing with fields	246
Center a Page, Top to Bottom.....	248
Steal This Format!	249

Part IV: Making Your Document All Fancy-Schmancy.....251

Chapter 19: Borders, Boxes, and Background Color253

This Border Situation	253
The Border command button	254
The Borders and Shading dialog box.....	255
Lines and Boxes Around Your Text.....	255
Drawing a fat, thick line	256
Making rules.....	256
Boxing text or paragraphs.....	257
Boxing a title	257
Putting a border around a page of text.....	258
Removing borders	259
Background Colors	259

Chapter 20: Turning the Tables261

Furnish Forth the Tables	261
Starting your table-creation fun	262
Creating a table yay-by-yay big.....	263
Drawing a table	264
Transmuting tabbed text into a table	266
Turning a table back into plain text	266
It's Your Turn to Set the Table	267
Using the mouse with a table.....	267
Putting text into a table	268
Table Craftsmanship.....	269
Designing a table	269
Adjusting the table	271
Deleting a table	272

Chapter 21: Carousing with Columns273

All About Columns	273
Here Come the Columns!.....	275
Making more than three columns	275
Mixing column formats	276
Adjusting the columns in the Columns dialog box	276
The End of the Column.....	277

Chapter 22: I Love Lists	279
Basic Bullets and Numbers	279
Making a bulleted list	280
Numbering a list	280
Numbering lines of text	281
Lists of Things in Your Document	281
Creating a table of contents	282
Building an index	283
Footnotes and Endnotes	286
Chapter 23: Going Graphical	289
Here Come the Graphics!	290
Inserting a picture from a file on disk	290
Inserting a clip art image	291
Slapping down an AutoShape	292
Inserting a picture or text into an AutoShape	293
Deleting an image or artwork	294
Images and Text Can Mix	294
Wrapping text around the image	295
Moving an image hither and thither	296
Image Editing	297
Changing an image's size	298
Cropping an image	298
Rotating the image	299
Arranging multiple images	299
Chapter 24: Stick <i>This</i> in Your Document	301
Characters Fun and Funky	301
Nonbreaking spaces and hyphens	301
Typing characters such as Ū, Ç, and Ñ	302
Adding a dash of en or em	303
Inserting special characters and symbols	303
Say It in WordArt	304
Spice Up Your Document with a Text Box	306
Instant Graphical Goodness with SmartArt	307
<i>Part V: What Else Is Left?</i>	309
Chapter 25: Multiple Documents, Multiple Windows, Multiple Formats, Multiple Madness	311
Multiple Document Mania	311
Managing multiple documents	312
Viewing the same document in multiple windows	314
Using the old split-screen trick	315

Working with Non-Word Document Formats	316
Using the Files Type drop-down list.....	317
Loading an alien document	317
Saving a file in a horridly strange and unnatural format.....	319
Updating older Word documents	319
Chapter 26: Other Ways of Viewing a Document	321
Organize Your Thoughts	322
Entering Outline view	322
Adding topics to your outline.....	323
Demoting a topic (creating subtopics).....	324
Promoting a topic.....	325
Adding a text topic.....	326
Rearranging topics	326
Expanding and contracting topics	326
Printing an outline.....	328
Sit Back and Read.....	328
Chapter 27: Working This Out Together	331
Here Are My Thoughts	331
Adding a comment	332
Hiding comments	333
Reviewing comments	333
Printing comments (or not)	334
Deleting comments	334
Whip Out the Yellow Highlighter.....	334
Look What They've Done to My Text, Ma	335
Comparing two versions of the same document.....	335
Reviewing the changes	337
Tracking changes as you make them.....	338
Chapter 28: Merrily We Mail Merge	339
All About Mail Merge	339
Mail Merge Ho!.....	340
Creating the main document (Task 1 of 5).....	341
Assigning fields (Task 2 of 5)	343
Building records (Task 3 of 5).....	345
Inserting fields into the main document (Task 4 of 5).....	347
Merging it all together (Last task).....	348
Chapter 29: Labels of Love	351
The Label Thing.....	351
Here's a Sheet of Identical Labels	352
Print That Address List	353
A Label Trick with Graphics	355

Chapter 30: Customizing Word357

All the Better to See You, My Dear	357
The Status Bar Configuration Menu.....	359
The Quick Access Toolbar	360
Finding the toolbar.....	360
Moving the toolbar.....	361
Adding command buttons to the toolbar.....	361
Removing commands from the toolbar.....	363
Restoring the Quick Access toolbar	363

Part VI: The Part of Tens*365*Chapter 31: The Ten Commandments of Word367**

Thou Shalt Remember to Save Thy Work	367
Thou Shalt Not Use More Than One Space.....	368
Thou Shalt Not Press Enter at the End of Each Line	368
Thou Shalt Not Neglect Thy Keyboard.....	368
Thou Shalt Not Manually Number Thy Pages	369
Thou Shalt Not Use the Enter Key to Start a New Page	369
Thou Shalt Not Click OK Too Quickly.....	369
Thou Shalt Not Forget Thy Undo Command	369
Honor Thy Printer	370
Thou Shalt Have Multiple Document Windows Before Thee	370

Chapter 32: Ten Cool Tricks371

Automatic Save with AutoRecover	371
Keyboard Power!.....	372
Build Your Own Fractions	372
Electronic Bookmarks	373
Document Inspection.....	374
The Drop Cap.....	374
The Document Map.....	375
Add an Envelope to Your letter	376
Sort Your Text.....	376
Text That Doesn't Print	377

Chapter 33: Ten Odd Things379

Equations	379
Math.....	380
Document Defense Options	381
Hyphenation	381
Document Properties.....	381
The Developer Tab.....	382

Cross-References	382
Smart Tags.....	383
Click-and-Type	383
Word and the Internet	384
Chapter 34: Ten Avuncular Suggestions	385
Keep Printer Paper, Toner, and Supplies Handy	385
Get Some References	386
Keep Your Computer Files Organized	386
Know a Little Windows	386
Back Up Your Work	387
Use AutoCorrect.....	387
Use Those Keyboard Shortcuts.....	387
Try New Things	388
Let Word Do the Work	388
Don't Take It All Too Seriously	388
<i>Index</i>.....	389

Introduction

Are you nervous? Intimidated? Befuddled and confused beyond all recourse? *What* did they do to Word? Just when you thought you finally had a leg up on the program, just as you finally remembered that the Sort command is on the Tables menu, they've gone and changed . . . everything! What a headache!

Welcome to *Word 2007 For Dummies*, which is a better solution to your word processing pains than taking two aspirin and calling tech support in the morning. This book is your friendly, informative, and entertaining guide to the newfangled way of processing words that is Word 2007.

I'm not telling you that this book will make you all cozy and pleased with the new ways of Word. No, I'm merely promising that this book eases the pain everyone feels with Word 2007. Let other authors apologize for the program! I'm here to kick Word in the butt and, hopefully, you'll enjoy watching that.

What's New in Word 2007?

Earlier versions of Word all looked alike. They had menus, toolbars, task panes, and other pop-up, drop-down, leak-out nonsense. With Word 2007, all that stuff is gone, nailed shut in a box and wheeled away into that huge warehouse where the U.S. government keeps the Ark of the Covenant. Word 2007 sports no menus. It has only one tiny toolbar.

Replacing the menus and toolbars is a tabbed Ribbon system. The tabs are like the menus of old, but their commands are grouped into graphical command buttons. Some buttons are commands, some buttons are menus. This setup can be overwhelming at first, but I must admit that it makes it possible to do some tasks in fewer steps than with the old Word interface. Knowing that, of course, doesn't make the thing less intimidating.

Beyond the interface, Word is a bit stricter on styles and formatting. The benefit here is *instant previews*, or the ability to instantly see how changes affect your document as you browse a menu. Part III of this book explains more.

Word's main mode of operation is Print Layout view. If you were a fan of Normal or Draft view in previous versions of Word, I highly recommend that you switch to Print Layout view, if you haven't already.

Finally, many commands didn't survive the transition from older versions of Word to Word 2007. You won't find any of the following in Word 2007:

AutoFormat	Save All
Close All	Save As Web Page
Character Animation	Speech
File Search	Wizards
Frames	WordPerfect Help
Office Assistant	

These items were either dropped entirely or replaced with something better.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a musical novel and you'd be required to sing the songs and go through the dances with all the characters in a book and, quite honestly, I don't think that the people near you would let you get away with it.

This book is a reference. Each chapter covers a specific topic or task that Word does. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include:

- ✓ Saving your stuff
- ✓ Moving a block of text
- ✓ Quickly finding your place
- ✓ Aligning paragraphs
- ✓ Cobbling a table together quickly
- ✓ Creating a table of contents
- ✓ Adding topics to your outline

There are no keys to memorize, no secret codes, no tricks, no videos to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2007. Because nothing is assumed, all you need to do is find the topic that interests you and read.

Word uses the mouse and keyboard to get things done. Still, the program looks different from traditional Windows programs, so pay attention!

This is a keyboard shortcut:

Ctrl+P

This shortcut means that you should press and hold the Ctrl (control) key and type a P, just as you would press Shift+P to get a capital P. Sometimes, more than two keys need to be pressed at the same time:

Ctrl+Shift+T

In this line, you press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2007 exist as *command buttons* on the Ribbon interface. This book may refer to the tab, the command group, and then the button itself to help you locate that command button — for example, the Page Layout tab, Page Background group, Page Color button. Or, I might say “the Page Color button found in the Page Layout tab’s Page Background group.



Often times, command buttons are shown in the margin, which can help you locate them.

Menu commands are listed like this:

Table⇨Insert Table

This command means that you choose the command named Insert Table from the Table menu. Note that Table is most likely a button on the Ribbon.



The File menu from previous versions of Word now exists as the Microsoft Office Button menu, which I refer to as the Office Button menu. You still press Alt+F to access this menu, and it contains items similar to the old File menu.

When I describe a message or something you see on-screen, it looks like this:

```
Why should I bother to learn about compound interest when
robots will eventually destroy the human race?
```

If you need further help operating your computer or a good general reference, I can recommend my book *PCs For Dummies*, published by Wiley Publishing, Inc. The book contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

Though this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're using a computer. You use Windows as the computer's operating system, either Windows Vista or Windows XP or any other version of Windows that can run Word 2007. There are no specific issues between Word and Windows as far as this book is concerned, but keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2007. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use "Word 2007" and "Word" interchangeably. Both refer to the same thing. (Word 2007 may also be referred to as Word 12 in some instances, although not in this book.)

Word 2007 is a part of the Microsoft Office 2007 suite of programs. This book doesn't cover any other part of Microsoft Office, nor do I assume that you even have the Microsoft Office suite installed.

How This Book Is Organized

This book contains six major parts, each of which is divided into several chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here's a breakdown of the parts and what you can find in them:

Part I: Hello, Word!

This part provides a quick introduction to Word and word processing. Information is offered on how best to use your keyboard, plus a simple overview of the typical word processing day. Part I contains lots of good, basic information.

Part II: Word Processing Basics

The chapters in this part of the book cover the 7 basic tasks of any word processor: moving around a document, editing text, search and replace, working with blocks of text, document proofing, saving and opening, and finally printing.

Part III: Formatting

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more. Formatting is the art of making your document look less ugly.

Part IV: Making Your Document All Fancy-Schmancy

This part is formatting dessert, or things you can do beyond regular formatting to help make your document look like more than a typical, boring document. It covers lines, borders, tables, columns, lists, graphical goodness, and all sorts of stuff that makes Word more than a typical word processor.

Part V: What Else Is Left?

This part covers a few dangling details that I consider myself fortunate to write about, such as outlining, collaboration, mail merge, label-making, and other interesting things that Word does.

Part VI: The Part of Tens

The traditional last part of any *For Dummies* book contains chapters with lists of ten items. You'll find lots of helpful stuff here, some weird things you may not know about, plus even more useful tips, tricks, and good suggestions.

What's Not Here

Word is one heck of a program. Covering the entire thing would take a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. Because of that, some advanced features did get pushed off the table of contents.

You won't find any information here on macros in Word. Although they can be useful, it's tough to get into macros without broaching the more technical topic of Microsoft Office Visual Basic, which is a true programming language — definitely not beginner stuff.

Some of the more esoteric features are touched upon lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limited myself to only a dozen pages.

Finally, this book doesn't cover using Word to do anything on the Internet. That includes using e-mail, making a Web page, blogging, online publishing, creating forms, or doing that kind of stuff. This is a word processing book, and Word is a word processor.

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or, look up your puzzle in the index.

Because Word 2007 has changed, whether you're new to the program or not, you should start reading at Chapter 1.

Read! Write! Let your brilliance shine on a sheet of paper.

My e-mail address is dgookin@wambooli.com. Yes, that's my real address. I try to reply to all the e-mail I get, although sometimes I'm not that speedy. And, although I enjoy saying "Hi" or answering questions about this book, please do not e-mail me with technical support questions or problems with your computer. For that, I can recommend reading my book *Troubleshooting Your PC For Dummies* (Wiley).

You can also visit my Web page for more information or as a diversion: www.wambooli.com. Be sure to check out the Wambooli Forums while you're there.

Enjoy the book. And enjoy Word. Or at least tolerate it.

