

The last word on the latest Word is  
right at your fingertips!

Microsoft® Office

# Word 2007

FOR  
DUMMIES®

Get going with the  
new document look  
and theme formats

**A Reference  
for the  
Rest of Us!®**

FREE eTips at [dummies.com](http://dummies.com)®

**Dan Gookin**

Author of PCs For Dummies, 10th Edition



*The last word on the latest Word is  
right at your fingertips!*

Microsoft® Office

# Word 2007

FOR  
**DUMMIES**®

*Get going with the  
new document look  
and theme formats*

*A Reference  
for the  
Rest of Us!*®

FREE eTips at [dummies.com](http://dummies.com)®

**Dan Gookin**

*Author of PCs For Dummies, 10th Edition*



# ***Word 2007 For Dummies***

**by Dan Gookin**



WILEY

Wiley Publishing, Inc.

## **Word 2007 For Dummies®**

Published by

**Wiley Publishing, Inc.**

111 River St.

Hoboken, NJ 07030-5774

[www.wiley.com](http://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 Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, 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 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit [www.wiley.com/techsupport](http://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

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/](http://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](http://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

## Title

### Introduction

[What's New in Word 2007?](#)

[About This Book](#)

[How to Use This Book](#)

[Foolish Assumptions](#)

[How This Book Is Organized](#)

[What's Not Here](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

## Part I : Hello, Word!

### Chapter 1: Word Hokey-Pokey

[How Do I Start Word? Let Me Count the Ways. . . .](#)

[Behold Word!](#)

[Cajoling Word to Help You](#)

[When You're All Done](#)

### Chapter 2: Making Friends with the Keyboard

[Behold the PC Keyboard!](#)

[Typing \(Or, the Old Hunt-and-Peck\)](#)

[Things to Notice Whilst You Type](#)

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

[The Overview](#)

[Starting Out with a New Document](#)

[Typing the Text](#)

[Formatting a Document](#)

[Save Your Stuff!](#)

[Finishing a Document](#)

[Wrapping Things Up](#)

## [Part II : Word Processing Basics](#)

[Chapter 4: Moving Around a Document Hither, Thither, and Yon](#)

[Scrolling a Document](#)

[Moving the Insertion Pointer](#)

[Using Browse Buttons to Navigate](#)

[Getting Lost and Going Back](#)

[Go to Wherever with the Go To Command](#)

[Chapter 5: Editing Text](#)

[Deleting Stuff](#)

[Splitting and Joining](#)

[Mistakes? Mistakes? Undo Them with Haste](#)

[Chapter 6: Find and Replace](#)

[Text Happily Found](#)

[Replacing What's Been Found](#)

[Chapter 7: Text Blocks, Stumbling Blocks, Writer's Blocks](#)

[What Is a Block of Text?](#)

[Marking a Chunk of Text As a Block](#)

[Deselecting a Block](#)

[You've Marked the Block — Now What?](#)

[The Miracle of Collect-and-Paste](#)

[Chapter 8: Proofing Your Document \(Spelling and Grammar\)](#)

[Hun Dewing Yore Mist Aches](#)

[Check Your Spelling](#)

[Instant Text-Fixin' with AutoCorrect](#)

[Grammar Be Good](#)

[Proofing Your Entire Document at Once](#)

[Customizing Proofing Options](#)

[Improving Your Word Power](#)

[Making Every Word Count](#)

[Chapter 9: Documents and Files](#)

[All About Files](#)

[Making a New Document](#)

[Saving a Document](#)

[Opening a Document](#)

[Chapter 10: The Printer, the Paper, the Document Maker](#)

[Preparing the Printer](#)

[Preview Before You Print](#)

[Printing a Whole Document](#)

[Printing Part of a Document](#)

[Printing More than One Copy of Something](#)

[Canceling a Print Job \(Omigosh!\)](#)

## [Part III : Formatting](#)

[Chapter 11: Formatting Text](#)

[How to Format Text](#)

[Basic Text Formatting](#)

[Text Transcending Teeny to Titanic](#)

[More Colorful Text Makes Not for More Colorful Writing](#)

[Undoing All This Text-Formatting Nonsense](#)

[Fun and Formatting in the Font Dialog Box](#)

[Changing the CASE of Text](#)

## [Chapter 12: Formatting Paragraphs](#)

[How to Format a Paragraph](#)

[Where the Paragraph Formatting Commands Lurk](#)

[Paragraph Justification and Alignment](#)

[Making Room Before, After, or Inside Your Paragraphs](#)

[Paragraph Indentation](#)

[Who Died and Made This Thing Ruler?](#)

## [Chapter 13: Setting Tabs](#)

[The Story of Tab](#)

[The Tab Stops Here](#)

[The Standard Left Tab Stop](#)

[The Center Tab Stop](#)

[The Right Tab Stop](#)

[The Decimal Tab](#)

[The Bar Tab](#)

[The Tabs Dialog Box](#)

[Unsetting a Tab Stop](#)

## [Chapter 14: Formatting Pages](#)

[Describe That Sheet o' Paper](#)

[Page Numbering](#)

[New Pages from Nowhere](#)

[Page Froufrou](#)

[Chapter 15: Formatting Documents](#)

[The Oft Misunderstood Yet Useful Concept of Sections](#)

[Adding a Cover Page \(Sneaky and Quick\)](#)

[Hats and Shoes for Your Pages \(Headers and Footers\)](#)

[Chapter 16: The Styles of Word](#)

[The Big Style Overview](#)

[Effortless Formatting Fun with Quick Styles](#)

[Do-It-Yourself Styles](#)

[Managing All Your Various Styles](#)

[Chapter 17: Themes and Templates](#)

[Formatting Fast and Fancy with a Theme](#)

[Whipping Out Similar Documents Based on a Template](#)

[Chapter 18: Misc. Formatting Stuff](#)

[Automatic Formatting](#)

[Become an Expert in Your Fields](#)

[Center a Page, Top to Bottom](#)

[Steal This Format!](#)

## [Part IV : Making Your Document All Fancy-Schmancy](#)

[Chapter 19: Borders, Boxes, and Background Color](#)

[This Border Situation](#)

[Lines and Boxes Around Your Text](#)

[Background Colors](#)

[Chapter 20: Turning the Tables](#)



[Furnish Forth the Tables](#)

[It's Your Turn to Set the Table](#)

[Table Craftsmanship](#)

[Chapter 21: Carousing with Columns](#)

[All About Columns](#)

[Here Come the Columns!](#)

[The End of the Column](#)

[Chapter 22: I Love Lists](#)

[Basic Bullets and Numbers](#)

[Lists of Things in Your Document](#)

[Footnotes and Endnotes](#)

[Chapter 23: Going Graphical](#)

[Here Come the Graphics!](#)

[Images and Text Can Mix](#)

[Image Editing](#)

[Chapter 24: Stick This in Your Document](#)

[Characters Fun and Funky](#)

[Say It in WordArt](#)

[Spice Up Your Document with a Text Box](#)

[Instant Graphical Goodness with SmartArt](#)

## [Part V : What Else Is Left?](#)

[Chapter 25: Multiple Documents, Multiple Windows, Multiple Formats, Multiple Madness](#)

[Multiple Document Mania](#)

[Working with Non-Word Document Formats](#)

[Chapter 26: Other Ways of Viewing a Document](#)

[Organize Your Thoughts](#)

[Sit Back and Read](#)

[Chapter 27: Working This Out Together](#)

[Here Are My Thoughts](#)

[Whip Out the Yellow Highlighter](#)

[Look What They've Done to My Text, Ma](#)

[Chapter 28: Merrily We Mail Merge](#)

[All About Mail Merge](#)

[Mail Merge Ho!](#)

[Chapter 29: Labels of Love](#)

[The Label Thing](#)

[Here's a Sheet of Identical Labels](#)

[Print That Address List](#)

[A Label Trick with Graphics](#)

[Chapter 30: Customizing Word](#)

[All the Better to See You, My Dear](#)

[The Status Bar Configuration Menu](#)

[The Quick Access Toolbar](#)

## [Part VI : The Part of Tens](#)

[Chapter 31: The Ten Commandments of Word](#)

[Thou Shalt Remember to Save Thy Work](#)

[Thou Shalt Not Use More Than One Space](#)

[Thou Shalt Not Press Enter at the End of Each Line](#)

[Thou Shalt Not Neglect Thy Keyboard](#)

[Thou Shalt Not Manually Number Thy Pages](#)

[Thou Shalt Not Use the Enter Key to Start a New Page](#)

[Thou Shalt Not Click OK Too Quickly](#)

[Thou Shalt Not Forget Thy Undo Command](#)

[Honor Thy Printer](#)

[Thou Shalt Have Multiple Document Windows Before Thee](#)

## [Chapter 32: Ten Cool Tricks](#)

[Automatic Save with AutoRecover](#)

[Keyboard Power!](#)

[Build Your Own Fractions](#)

[Electronic Bookmarks](#)

[Document Inspection](#)

[The Drop Cap](#)

[The Document Map](#)

[Add an Envelope to Your letter](#)

[Sort Your Text](#)

[Text That Doesn't Print](#)

## [Chapter 33: Ten Odd Things](#)

[Equations](#)

[Math](#)

[Document Defense Options](#)

[Hyphenation](#)

[Document Properties](#)

[The Developer Tab](#)

[Cross-References](#)

[Smart Tags](#)

[Click-and-Type](#)

## Word and the Internet

### Chapter 34: Ten Avuncular Suggestions

Keep Printer Paper, Toner, and Supplies Handy

Get Some References

Keep Your Computer Files Organized

Know a Little Windows

Back Up Your Work

Use AutoCorrect

Use Those Keyboard Shortcuts

Try New Things

Let Word Do the Work

Don't Take It All Too Seriously

## : Further Reading

# 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.