



Microsoft Word 2007

Tips & Tricks



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Supports for Writing

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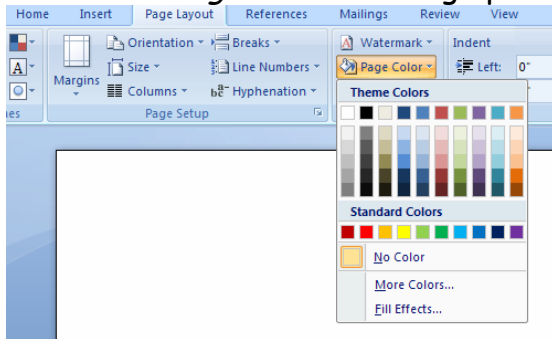
Support Study Skills

- Highlight Text
- Insert Sound

Supports for Reading

Color Background

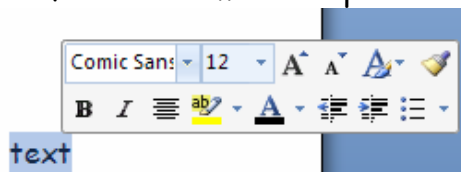
1. Click on *Page Layout* tab
2. Click on *Page Color* to bring up color options



3. Once the color options appear, click on the desired color.

Font Color

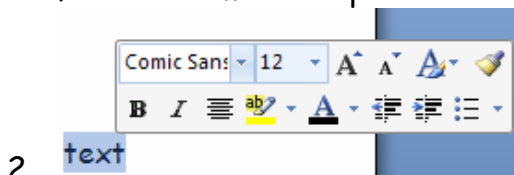
1. Select the text to be changed
2. Click on the mini tool bar that appears above your selected text (may appear faint until mouse is placed over it)



3. Click on arrow next to  to bring up color options
4. Click on the desired color

Text Size

1. Select the text to be changed
5. Click on the mini tool bar that appears above your selected text (may appear faint until mouse is placed over it)



2. Click on the arrow next to the number
3. Click on the arrow next to the number
4. Changed to desired size

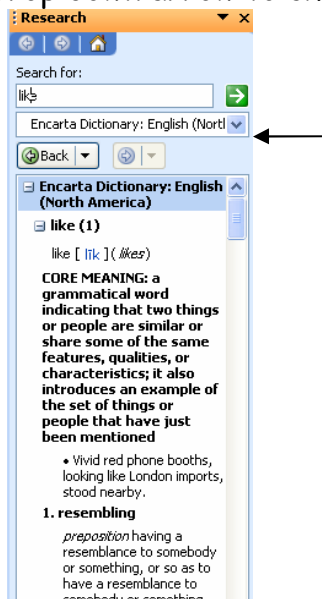
To Copy an Article from the Internet into Word

1. Find the desired article on line
2. Click on Print from the webpage. The Print will be either at the top or bottom of the article. (do not print from the toolbars, you do not want to actually print, just bring up a simpler text version.)
3. Copy all text by pressing **Ctrl A** (select all) then **Ctrl C** (**Ctrl** button should be pressed same time as **A** or **C**.)
4. Go to Word document and paste from **Edit** menu or **Ctrl V**.

Look up/Translate (Internet connection needed)

The user can look up a definition or translate a word.

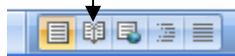
1. Place curser in middle of desired word
2. Right click mouse to bring up menu
3. Choose **Look Up** for dictionary or **Translate** for translation.
4. Research Task Pane is brought up on right side of screen.
5. Type word in box below **Search for** if desired word does not appear.
6. The box directly below that is where you select research options. Click on drop down arrow to change type of research.



7. If you are translating a word, you can click on the drop down box to change languages.
8. To close Research task pane, click on the X on the top of the task pane.

Change Reading View

1. Click on Full Screen Reading in lower right corner




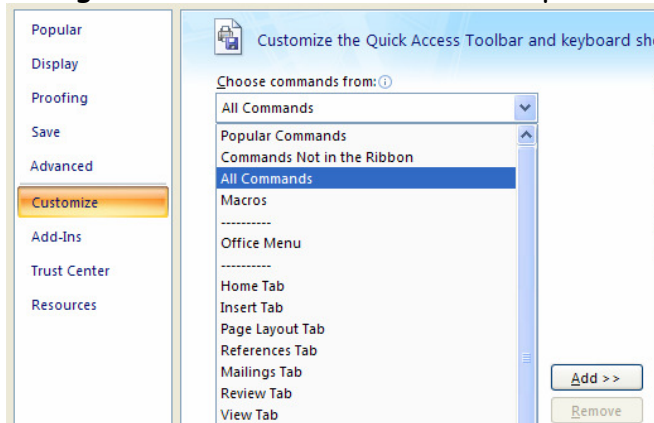
2. To exit and return to previous view, click **close** in upper right corner of screen

Auto Summary

The first time you use auto summary, you have to add it to the **Quick Access Tool bar** and will remain there until removed

First time use of Auto Summary

1. Click the *Office Button*  in upper left corner
2. Click on *Word Options* in the bottom right corner of the drop down menu
3. Select *Customize* from left hand menu
4. Change *Choose Commands from:* drop down to *All Commands*

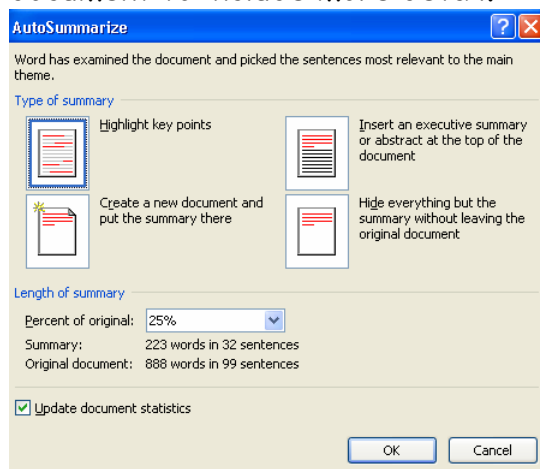


5. Scroll down list and "Add" **Auto Summary Tools**
6. Click OK and it will appear from **Quick Access Toolbar**



Auto Summarize after Quick Access Tool Bar set up


1. Click on **Auto Summary** from Quick Access Tool Bar
2. Select the type of summary you want
3. In the **Percent of original** box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.

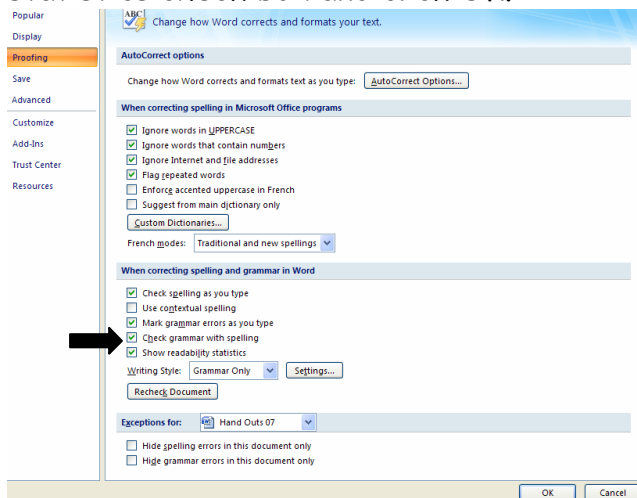


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- After you create your summary, review it to make sure it covers your document's key points. Keep in mind that the summary text is a rough draft and you'll probably need to fine-tune it.

Reading Level

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Proofing**.
3. Make sure **Check grammar with spelling** is selected.
4. Under **When correcting grammar in Word**, select **Show readability statistics** check box and click **OK**.



Word will display reading information when done checking spelling and grammar.

Word Talk

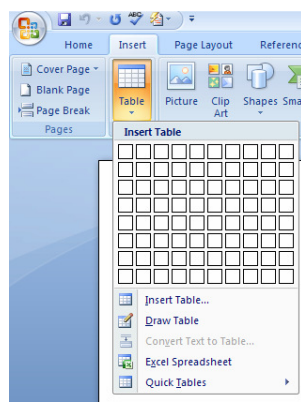
- Word Talk is a free text to speech plug in for Microsoft Word. It can highlight the word as it speaks, contains a talking spell checker, and synonym finder.
- Can be downloaded at www.wordtalk.org/uk
- Quick guide attached

Supports for Writing

Creating a Table

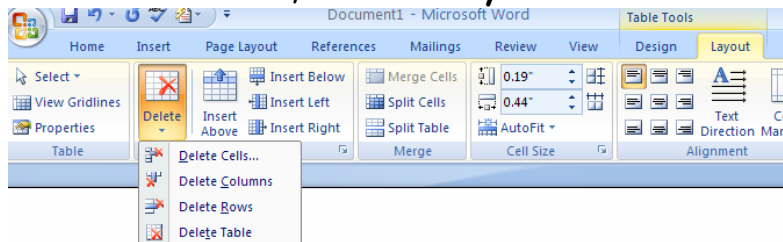
1. Click where you want to create a table
2. On the **Insert** Tab, in the **Tables** group, click **Table** and then, under **Insert Table**, drag to select the number of rows and columns desired.

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Delete

1. Select the cells, rows or columns you want to delete
2. Under **Table Tools**, click the **Layout** tab



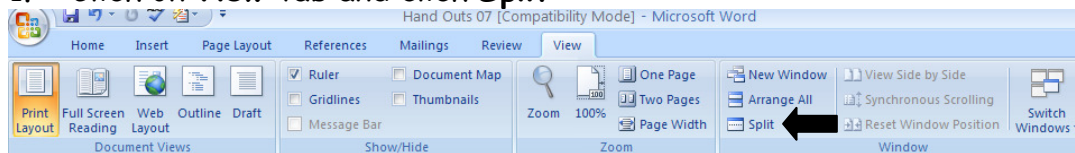
3. In the **Rows & Columns** group, click **Delete**, and then click **Delete Rows**

Drag & Drop Text

1. Select text to be moved.
2. Place mouse arrow over selected text
3. Left mouse click, hold and drag to desired location.

View two parts of single document simultaneously

1. Click on **View** tab and click **Split**



2. When the pointer changes to a double line/double arrow \rightleftharpoons , drag the split bar to the position you want and mouse click once
3. To return to a single window, click on **Remove Split** (same location as **Split** command)

Find & Replace

1. On the **Home** tab, click **Replace**.
2. In the **Find What** box, enter the text you want to search for.
3. In the **Replace with** box, enter the replacement text.
4. Click **Find Next**, **Replace**, or **Replace All**.



Creating Worksheets with Fill in the blank, checklist, & drop down menu

The Developer tab must be displayed to create the various worksheets.

To Display Developer Tab

1. Click on the Microsoft Office Button , and then click **Word Options** in lower right corner.
2. Click **Popular**.
3. Select the **Show Developer tab in the Ribbon** check box, and then click **OK**.


Fill in the blank

1. Type the text, such as a question.
2. On the **Developer** tab, in the **Controls** group, click the **Rich Text** control  or the **Text** control .

Checklist answer field

1. On the **Developer** tab, in the **Controls** group, click **Legacy Tools** .
2. Under **Legacy Forms**, click **Check Box Form Field**

Drop down menu

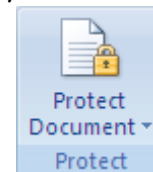
1. On the **Developer** tab, in the **Controls** group, click the **Drop- Down List** control .
2. On the **Developer** tab, in the **Controls** group, click **Properties**.



3. To create a list of choices, under **Drop-Down List Properties**, click **Add**.
4. Type a choice in the **Display Name** box, for example the answers and repeat steps until all choices are entered.

To Restrict Use of Document

1. On the **Developer** tab, in the **Protect** group, click **Protect Document**, and



then click **Restrict Formatting and Editing**.

2. In the **Protect Document** task pane (right hand side), under **Editing restrictions (2.)**, select the **Allow only this type of editing** in the **check box**.

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3. In the list of editing restrictions, select **Filling in forms**.
4. Under **Start enforcement**, click **Yes, Start Enforcing Protection**.
5. To assign a password to the document so that only reviewers who know the password can remove the protection, type a password in the **Enter new password (optional)** box, and then confirm the password. Remember your password; Microsoft Office can **NOT** retrieve it.
6. To turn off, click **Protect Document and Restrict Formatting and Editing**. A window will open to right, click stop protection in lower right corner.

Research

Research using a dictionary, thesaurus, translation or web search can be conducted using Word.

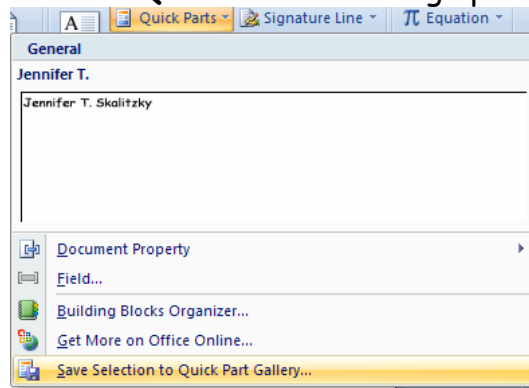
1. Under the **Review** Tab click on Research, Thesaurus or Translate (left side).
2. A Research task pane will appear on right.
3. Enter term to search in first box.
4. Use the drop down arrow to determine the search options.

*You can also right click near desired word for a shortcut and a menu will appear to look up (word), synonyms or translate.

Quick Parts

Quick Parts save frequently used text.

1. Click on the **Insert** tab.
2. Type desired text to be saved.
3. Select desired text to be saved.
4. Click on **Quick Parts** to bring up drop down menu (left side of screen).



5. Click on **Save Selection to Quick Part Gallery**.

continued

To use Quick Parts

1. Click on **Insert** Tab
2. Click on **Quick Parts** to bring up drop down menu (left side of screen).
3. Click on desired text


Citation Manager and Reference Builder

- Under **References** tab
- Assistance with citations and bibliographies
- **Insert Citation** will allow you to easily insert a citation and save it for use of future citations.
- **Bibliography** will assist with correctly listing your sources.
- **Manage Sources** allows you to manage the sources added.

Customize Toolbar

You cannot hide or create new Toolbars as in previous versions of Word. However, you can minimize the **Ribbon** and add to the **Quick Access Toolbar**.

Customize Quick Access Toolbar

1. Click **Customize Quick Access Toolbar** .
2. Click on desired function to add or remove.
3. Click on **More Commands** if desired commands are not listed.

Minimize Ribbon

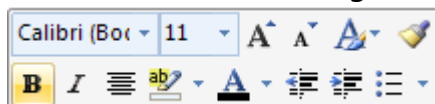
1. Click **Customize Quick Access Toolbar** .
2. Click on **Minimize Ribbon**.


*The quick access Toolbar can also be moved by clicking **Show Above the Ribbon** / **Show Below the Ribbon**

Study Skills

Highlight Text

1. Select text and floating toolbar will appear above text.

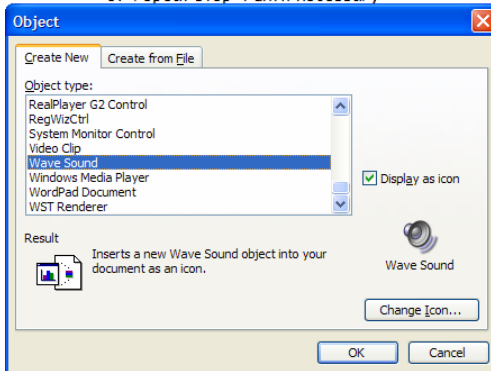


2. Click on the small arrow to the right of the highlight tool  to choose color.
3. Click button again or ESC to turn

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Insert Sound

1. On the **Insert** tab, click **Object**, and then click **Object** from drop down box
2. Under **Object type**, scroll down and click on **wave sound**.
3. Check box next to **display as icon**.



4. Click on red button to begin recording and black rectangle to stop
5. Click on red X to close box.
6. To delete click on the icon and press **delete** button