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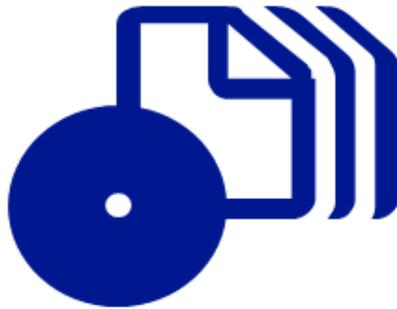
Joyce Cox and Joan Preppernau

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Questions? Please contact: mspinput@microsoft.com

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The Team

This book would not exist without the support of these hard-working members of the OTSI publishing team:

- Susie Bayers
- Jan Bednarczuk
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Online Training Solutions, Inc. (OTSI)

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit

www.otsi.com

Introducing Word 2007

Microsoft Office Word 2007 is a sophisticated word processing program that helps you quickly and efficiently author and format all the business and personal documents you are ever likely to need. You can use Word to:

- Create professional-looking documents that incorporate impressive graphics such as charts and diagrams.
- Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Store and reuse ready-made content and formatted elements such as cover pages and sidebars.
- Create personalized e-mail messages and mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Safeguard your documents by controlling who can make changes and the types of changes that may be made, removing personal information, and applying a digital signature.

The 2007 release of Word represents an extensive overhaul and update from previous versions. You'll notice some obvious changes as soon as you start the program, because the top of the program window has a completely new look, described in Chapter 1, "Exploring Word 2007." But the improvements go way beyond changes in appearance. Throughout this book, we include discussions of each new feature that is likely to be useful to you and how and when to use it.

New Features

Because there are so many new features in this version of Word, we don't identify them with a special margin icon as we did in previous versions of this book. We do, however, list them here. If you're upgrading to Word 2007 from a previous version, you're probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The sections below list new features you will want to be aware of, depending on the version of Word you are upgrading from. To quickly locate information about these features, see the Index at the back of this book.

If You Are Upgrading from Word 2003

If you have been using Word 2003, you will soon realize that Word 2007 is not just an incremental upgrade to what seemed like a pretty comprehensive set of features and tools. In addition to introducing a more efficient approach to working with documents, Word 2007 includes a long list of new and improved features, including the following:

- **The Microsoft Office Fluent Ribbon.** No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use most often, making them quickly accessible from tabs at the top of the program window.
- **Live Preview.** See the effect of a formatting option before you apply it.
- **Building blocks.** Think AutoText on steroids! Predefined building blocks include sets of matching cover pages, quote boxes, sidebars, and headers and footers.
- **Style sets and document themes.** Quickly change the look of a document by applying a different style set or theme, previewing its effect before making a selection.
- **SmartArt graphics.** Use this awesome new diagramming tool to create sophisticated diagrams with 3-D shapes, transparency, drop shadows, and other effects.
- **Improved charting.** Enter data in a linked Microsoft Office Excel worksheet and watch as your data is instantly plotted in the chart type of your choosing.
- **Document cleanup.** Have Word check for and remove comments, hidden text, and personal information stored as properties before you declare a document final.
- **New file format.** The new Microsoft Office Open XML Formats reduce file size and help avoid loss of data.

If You Are Upgrading from Word 2002

In addition to the features listed in the previous section, if you're upgrading from Word 2002 (part of the Microsoft Office XP system), you'll want to take note of the following new features that were introduced in Word 2003:

- **Reading Layout view.** View and easily read a document on the screen without needing to print it, and use buttons on the Reading Mode Markup toolbar to make comments, highlights, and revisions.
- **Thumbnails.** Get an overview of a document by displaying small images of its pages.
- **Smart Tags.** Flag items such as names and addresses, and then display a menu of options for performing common tasks with that type of information.
- **Research service.** Locate supporting information in references stored on your computer or on the Internet.
- **Handwriting support.** On a Tablet PC, write your comments in Word documents by hand.
- **Insertion and deletion colors.** When tracking changes and comments in a document, easily distinguish between insertions and deletions and between the changes made by different reviewers.
- **Balloon control.** Independently display or hide revision balloons and comment balloons.
- **Editing and formatting control.** Specify whether and how a document can be modified.
- **Shared workspaces.** Send a file as an attachment and automatically create a workspace on a collaboration site built with Microsoft SharePoint products and technologies.
- **XML capabilities.** Save a Word document as an XML file.
- **Document summaries.** Extract the key points of the document.
- **Readability statistics.** Display statistics that help you gauge the reading level of the document.

If You Are Upgrading from Word 2000

If you are upgrading from Word 2000, you've got a lot of catching up to do, but this upgrade will definitely be worth the effort. In addition to the features listed in the previous sections, the following features and tools, which were added in Word 2002, will be new to you:

- **Styles And Formatting task pane.** Work with paragraph styles and character formatting in an entire document from a single task pane. Create, view, select, apply, and clear formatting from text.
- **Reveal Formatting task pane.** Display the formatting attributes of a text selection.
- **Improved collaboration.** Use the improved Reviewing toolbar when collaborating on documents with colleagues.
- **Improved table and list formatting.** Easily copy, format, and sort tables, and create lists with complex paragraph structures.
- **Improved security interface.** Access security options on a single tab in the Options dialog box.
- **Information protection.** Remove personal information stored as file properties and names associated with comments or tracked changes.

Let's Get Started!

We've been working with Word since its debut, and each version has offered something that made daily document creation a little easier. But this is the first version in a while that has actually had us smiling and even elicited the occasional "Wow!" We look forward to showing you around Microsoft Office Word 2007.

Information for Readers Running Windows XP

The graphics and the operating system–related instructions in this book reflect the Windows Vista user interface. However, Windows Vista is not required; you can also use a computer running Windows XP.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP center around appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

Managing the Practice Files

The instructions given in the “Using the Companion CD” section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\Microsoft Press\Word2007SBS*. On a computer running Windows XP, the default installation location is *My Documents\Microsoft Press\Word2007SBS*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP:



1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, click (or in Classic view, double-click) **Add or Remove Programs**.

3. In the **Add or Remove Programs** window, click **Microsoft Office Word 2007 Step by Step**, and then click **Remove**.
4. In the **Add or Remove Programs** message box asking you to confirm the deletion, click **Yes**.

Important If you need help installing or uninstalling the practice files, please see the "Getting Help" section later in this book. Microsoft Product Support Services does not provide support for this book or its companion CD.

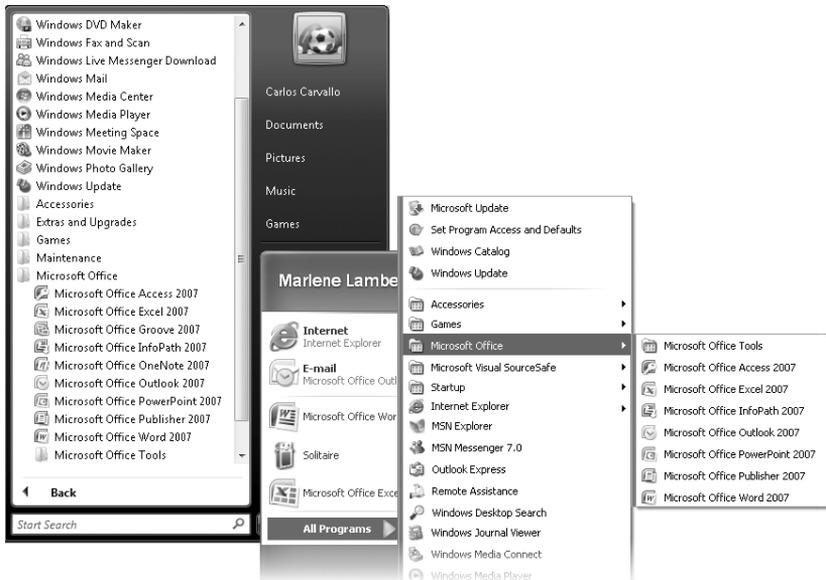
Using the Start Menu

To start Word 2007 on a computer running Windows XP:



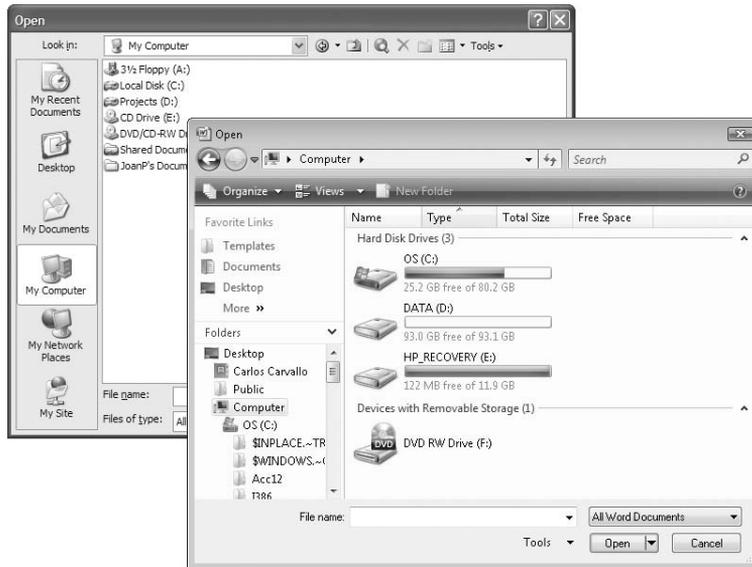
- Click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office Word 2007**.

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. You will notice this variation between the images shown in this book and your Start menu.



Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between Word and the operating system, including any dialog box in which you navigate to a specific location. For example, here are the Open dialog boxes from Word 2007 running on Windows Vista and Windows XP and some examples of ways to navigate in them.



To navigate to the *ExploringWord* folder in Windows Vista:

- ➔ In the **Favorite Links** pane, click **Documents**. Then in the folder content pane, double-click *Microsoft Press*, *Word2007SBS*, and double-click *ExploringWord*.

To move back to the *Word2007SBS* folder in Windows Vista:



Back

- ➔ In the upper-left corner of the dialog box, click the **Back** button.

To navigate to the *ExploringWord* folder in Windows XP:

- ➔ On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click *Microsoft Press*, *Word2007SBS*, and double-click *ExploringWord*.

To move back to the *Word2007SBS* folder in Windows XP:



Up One Level

- ➔ On the toolbar, click the **Up One Level** button.

The Microsoft Business Certification Program

Desktop computing proficiency is becoming increasingly important in today's business world. As a result, when screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the trouble and expense of training you.

The Microsoft Business Certification (MSBC) program is designed to assist employees in validating their Windows Vista skills and 2007 Microsoft Office program skills. There are two paths to certification:

- A Microsoft Certified Application Specialist (MCAS) is an individual who has demonstrated worldwide skill standards for Windows Vista or for the 2007 Microsoft Office suite through a certification exam in Windows Vista or in one or more of the 2007 Microsoft Office programs, including Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, and Microsoft Office Access 2007.
- A Microsoft Certified Application Professional (MCAP) is an individual who has taken his or her knowledge of the 2007 Microsoft Office suite and of Microsoft SharePoint products and technologies to the next level and has demonstrated through a certification exam that he or she can use the collaborative power of the Office suite to accomplish job functions such as *Budget Analysis and Forecasting*, or *Content Management and Collaboration*.

After attaining certification, you can include the MCAS or MCAP logo with the appropriate certification designator on your business cards and other personal promotional materials. This logo attests to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.

Selecting a Certification Path

When selecting the Microsoft Business Certification path that you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program
- Whether you have had formal or informal training in the use of that program

Candidates for MCAS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or worksheet. Successful candidates generally have six or more months of experience with Windows Vista or the specific Office program, including either formal, instructor-led training or self-study using MCAS-approved books, guides, or interactive computer-based materials.

Candidates for MCAP-level certification are expected to successfully complete more complex, business-oriented tasks utilizing advanced functionality with the combined 2007 Microsoft Office suite of products. Successful candidates generally have between six months and one or more years of experience with the programs, including formal, instructor-led training or self-study using MCAP-approved materials.

Becoming a Microsoft Certified Application Specialist

Every MCAS and MCAP certification exam is developed from a set of exam skill standards that are derived from studies of how Windows Vista and the 2007 Office system programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide you with critical information about how to prepare for certification.

To become certified as a Microsoft Certified Application Specialist in Word 2007, you must demonstrate proficiency in these six areas:

- **Creating and customizing documents.** You must demonstrate the ability to quickly create and format documents; lay out documents by formatting pages; make documents and content easier to find; and personalize Word 2007 by customizing options.
- **Formatting content.** You must demonstrate the ability to format text and paragraphs, including creating and modifying styles and setting tabs; manipulate text by cutting, copying, and pasting it, and by finding and replacing it; and control pagination with page breaks and sections.

- **Working with visual content.** You must demonstrate the ability to insert and format pictures, clip art, SmartArt graphics, and shapes; insert graphic text by using WordArt, pull quotes, and drop caps; and insert, format, and link text boxes.
- **Organizing content.** You must demonstrate the ability create and use Quick Parts (building blocks); create, modify, and sort lists; create and format tables, including merging and splitting cells and performing calculations; insert and format captions, bibliographies, and tables of figures and authorities; and use mail merge to create form letters, envelopes, and labels.
- **Reviewing documents.** You must demonstrate the ability to move around in a document and switch to a different view; compare and merge documents; and manage tracked changes and work with comments.
- **Sharing and securing content.** You must demonstrate the ability to prepare a document for sharing by saving it in the appropriate format, removing inappropriate or private information, and marking it as final; restrict permissions to a document, set a password, and protect it; and attach a digital signature.

Taking a Microsoft Business Certification Exam

The MCAS and MCAP certification exams for Windows Vista and the 2007 Office system programs are performance-based and require you to complete business-related tasks by using an interactive simulation (a digital model) of the Windows Vista operating system or one or more programs in the Office suite.

Test-Taking Tips

- Follow all instructions provided in each question completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do otherwise. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined (for example, **text**), but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed otherwise.
- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do otherwise.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.

- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions), and not on the time you take to complete the question.
- If your computer becomes unstable during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred with your score intact.

Certification

At the conclusion of the exam, you will receive a score report, which you can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be mailed a printed certificate within approximately 14 days.

For More Information

To learn more about the Microsoft Business Certification exams and courseware, visit

www.microsoft.com/learning/mcp/msbc/

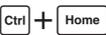
Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office Word 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of Word documents. However, each topic is self contained. If you have worked with a previous version of Word, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents.** A listing of the topics and sidebars within each chapter.
- **Thumb tabs.** Easily locate the beginning of the section or chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Quick Reference.** General instructions for each procedure covered in specific detail elsewhere in the book. Refresh your memory about a task while working with your own documents.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- **Companion CD.** Contains the practice files used in the step-by-step exercises, as well as a fully searchable electronic version of this book and other useful resources.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and so on.

Convention	Meaning
	This icon at the end of a chapter introduction indicates information about the practice files provided on the companion CD for use in the chapter.
USE	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise.
BE SURE TO	This paragraph preceding or following an exercise indicates any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.
OPEN	This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.
CLOSE	This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.
1 2	Blue numbered steps guide you through step-by-step exercises and Quick Reference versions of procedures.
1 2	Black numbered steps guide you through procedures in sidebars and expository text.
→	An arrow indicates a procedure that has only one step.
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.
Troubleshooting	These paragraphs explain how to fix a common problem that might prevent you from continuing with an exercise.
Tip	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
Important	These paragraphs point out information that you need to know to complete a procedure.
 Save	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, the name appears under the picture.
	In step-by-step exercises, keys you must press appear as they would on a keyboard.
	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, “press  +  ” means “hold down the  key while you press the  key.”
Program interface elements	In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.
User input	Anything you are supposed to type appears in blue bold characters.
Glossary terms	Terms that are explained in the glossary at the end of the book are shown in blue italic characters.

Using the Companion CD

The companion CD included with this book contains the practice files you'll use as you work through the book's exercises, as well as other electronic resources that will help you learn how to use Microsoft Office Word 2007.

What's on the CD?

The following table lists the practice files supplied on the book's CD.

Chapter	Folder\File
Chapter 1: Exploring Word 2007	<i>ExploringWord\Opening.docx</i> <i>ExploringWord\Printing.docx</i> <i>ExploringWord\Viewing1.docx</i> <i>ExploringWord\Viewing2.docx</i>
Chapter 2: Editing and Proofreading Documents	<i>EditingText\Changes.docx</i> <i>EditingText\Finalizing.docx</i> <i>EditingText\FindingText.docx</i> <i>EditingText\FindingWord.docx</i> <i>EditingText\Outline.docx</i> <i>EditingText\SavedText.docx</i> <i>EditingText\Spelling.docx</i>
Chapter 3: Changing the Look of Text	<i>FormattingText\Characters.docx</i> <i>FormattingText\Lists.docx</i> <i>FormattingText\Paragraphs.docx</i> <i>FormattingText\QuickFormatting.docx</i>
Chapter 4: Changing the Look of a Document	<i>FormattingDocs\Background.docx</i> <i>FormattingDocs\ControllingPage.docx</i> <i>FormattingDocs\Header.docx</i> <i>FormattingDocs\Template.docx</i> <i>FormattingDocs\Theme.docx</i>

Chapter	Folder\File
Chapter 5: Presenting Information in Columns and Tables	<i>CreatingTables\Calculations.docx</i> <i>CreatingTables\Columns.docx</i> <i>CreatingTables\Loan.xlsx</i> <i>CreatingTables\LoanData.xlsx</i> <i>CreatingTables\Memo.docx</i> <i>CreatingTables\Table.docx</i> <i>CreatingTables\TableAsLayout.docx</i> <i>CreatingTables\TabularList.docx</i>
Chapter 6: Working with Graphics, Symbols, and Equations	<i>CreatingGraphics\Logo.png</i> <i>CreatingGraphics\Picture.docx</i> <i>CreatingGraphics\Relationships.docx</i> <i>CreatingGraphics\Shapes.docx</i> <i>CreatingGraphics\Symbols.docx</i> <i>CreatingGraphics\WordArt.docx</i>
Chapter 7: Working with Diagrams and Charts	<i>CreatingCharts\Chart.docx</i> <i>CreatingCharts\Diagram.docx</i> <i>CreatingCharts\ExistingData.docx</i> <i>CreatingCharts\ModifyingChart.docx</i> <i>CreatingCharts\ModifyingDiagram.docx</i> <i>CreatingCharts\Sales.xlsx</i>
Chapter 8: Working with Longer Documents	<i>Organizing\Bibliography1.docx</i> <i>Organizing\Bibliography2.docx</i> <i>Organizing\Bookmarks.docx</i> <i>Organizing\Contents.docx</i> <i>Organizing\Hyperlinks.docx</i> <i>Organizing\Index.docx</i> <i>Organizing\OtherLogos.docx</i> <i>Organizing\Parts.docx</i>
Chapter 9: Creating Form Letters, E-Mail Messages, and Labels	<i>Merging\DataSource.xlsx</i> <i>Merging\E-mail.docx</i> <i>Merging\FormLetter.docx</i> <i>Merging\MergingData.docx</i> <i>Merging\PreparingData.docx</i>

Chapter	Folder\File
Chapter 10: Collaborating with Others	<i>Collaborating\Comments.docx</i> <i>Collaborating\Comparing1.docx</i> <i>Collaborating\Comparing2.docx</i> <i>Collaborating\Comparing3.docx</i> <i>Collaborating\Password.docx</i> <i>Collaborating\PreventingChanges.docx</i> <i>Collaborating\Sending1.docx</i> <i>Collaborating\Sending2.docx</i> <i>Collaborating\Sending3.docx</i> <i>Collaborating\TrackChanges.docx</i> <i>Collaborating\Workspace.docx</i>
Chapter 11: Creating Documents for Use Outside of Word	<i>WebDocs\Blog.docx</i> <i>WebDocs\Web.docx</i> <i>WebDocs\XML.docx</i> <i>WebDocs\XMLSchema.xsd</i>
Chapter 12: Customizing Word	<i>CustomizingWord\Commands.docx</i> <i>CustomizingWord\Toolbar1.docx</i> <i>CustomizingWord\Toolbar2.docx</i>

In addition to the practice files, the CD contains some exciting resources that will really enhance your ability to get the most out of using this book and Word 2007, including the following:

- *Microsoft Office Word 2007 Step by Step* eBook
- *Microsoft Computer Dictionary, Fifth Edition* eBook
- Sample chapter and poster from *Look Both Ways: Help Protect Your Family on the Internet* by Linda Criddle
- Windows Vista Product Guide

Important The companion CD for this book does not contain the Word 2007 software. You should purchase and install that program before using this book.

Minimum System Requirements

2007 Microsoft Office System

The 2007 Microsoft Office system includes the following programs:

- Microsoft Office Access 2007
- Microsoft Office Communicator 2007
- Microsoft Office Excel 2007
- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office OneNote 2007
- Microsoft Office Outlook 2007
- Microsoft Office Outlook 2007 with Business Contact Manager
- Microsoft Office PowerPoint 2007
- Microsoft Office Publisher 2007
- Microsoft Office Word 2007

No single edition of the 2007 Office system installs all of the above programs. Specialty programs available separately include Microsoft Office Project 2007, Microsoft Office SharePoint Designer 2007, and Microsoft Office Visio 2007.

To install and run these programs, your computer needs to meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space; a portion of this disk space will be freed if you select the option to delete the installation files

Tip Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.

- Monitor with 800 × 600 screen resolution; 1024 × 768 or higher recommended
- Keyboard and mouse or compatible pointing device

- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista or later, Windows XP with Service Pack 2 (SP2), or Windows Server 2003 or later
- Windows Internet Explorer 7 or Microsoft Internet Explorer 6 with service packs

The 2007 Microsoft Office suites, including Office Basic 2007, Office Home & Student 2007, Office Standard 2007, Office Small Business 2007, Office Professional 2007, Office Ultimate 2007, Office Professional Plus 2007, and Office Enterprise 2007, all have similar requirements.

Step-by-Step Exercises

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Word 2007, Excel 2007, and Outlook 2007
- Access to a printer
- 10 MB of available hard disk space for the practice files

Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below:

Note If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the Web at <http://www.microsoftpressstore.com/title/9780735623026>.

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.

Important If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation Pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click **Practice Files**.

3. Click **Next** on the first screen, and then click **Next** to accept the terms of the license agreement on the next screen.
4. If you want to install the practice files to a location other than the default folder (*Documents\Microsoft Press\Word2007SBS*), click the **Change** button, select the new drive and path, and then click **OK**.

Important If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

5. Click **Next** on the **Custom Setup** screen, and then click **Install** on the **Ready to Install the Program** screen to install the selected practice files.
6. After the practice files have been installed, click **Finish**.
7. Close the **Step by Step Companion CD** window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Using the Practice Files

When you install the practice files from the companion CD that accompanies this book, the files are stored on your hard disk in chapter-specific folders within the *Documents\Microsoft Press\Word2007SBS* folder. Each exercise is preceded by a paragraph that lists the files needed for that exercise and explains any preparations needed before you start working through the exercise. Here are examples:



USE the *FormLetter* document and the *DataSource* workbook. These practice files are located in the *Documents\Microsoft Press\Word2007SBS\Merging* folder.

BE SURE TO start Word and display non-printing characters before beginning this exercise.

OPEN the *FormLetter* document.

You can browse to the practice files in Windows Explorer by following these steps:



Start

1. On the Windows taskbar, click the **Start** button, and then click **Documents**.
2. In your *Documents* folder, double-click *Microsoft Press*, double-click *Word2007SBS*, and then double-click a specific chapter folder.

You can browse to the practice files from a Word 2007 dialog box by following these steps:

1. On the **Favorite Links** pane in the dialog box, click **Documents**.
2. In your *Documents* folder, double-click *Microsoft Press*, double-click *Word2007SBS*, and then double-click a specific chapter folder.

Removing and Uninstalling the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the *Documents\Microsoft Press\Word2007SBS* chapter-specific folders while working through the exercises. Follow these steps:



Start

1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, under **Programs**, click the **Uninstall a program** task.
3. In the **Programs and Features** window, click **Microsoft Office Word 2007 Step by Step**, and then on the toolbar at the top of the window, click the **Uninstall** button.
4. If the **Programs and Features** message box asking you to confirm the deletion appears, click **Yes**.

See Also If you need additional help installing or uninstalling the practice files, see the “Getting Help” section later in this book.

Important Microsoft Product Support Services does not provide support for this book or its companion CD.

Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below.

Getting Help with This Book and Its Companion CD

If your question or issue concerns the content of this book or its companion CD, please first search the online Microsoft Press Knowledge Base, which provides support information for known errors in or corrections to this book, at the following Web site:

www.microsoft.com/mspress/support/search.asp

If you do not find your answer at the online Knowledge Base, send your comments or questions to Microsoft Press Technical Support at:

mspinput@microsoft.com

Getting Help with Word 2007

If your question is about Microsoft Office Word 2007, and not about the content of this Microsoft Press book, your first recourse is the Word Help system. This system is a combination of tools and files stored on your computer when you installed the 2007 Microsoft Office system and, if your computer is connected to the Internet, information available from Microsoft Office Online. There are several ways to find information:

- To find out about an item on the screen, you can display a **ScreenTip**. For example, point to a button to display a ScreenTip giving the button's name, the associated keyboard shortcut, and a description of the button's purpose.
- In the Word program window, you can click the Help button (a question mark in a blue circle) at the right end of the Ribbon to display the Word Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the Word Help window with topics related to the functions of that dialog box already identified.

To practice getting help, you can work through the following exercise.

BE SURE TO start Word before beginning this exercise.



1. At the right end of the Ribbon, click the **Microsoft Office Word Help** button.
The Word Help window opens.
2. In the list of topics in the **Word Help** window, click **Activating Word**.
Word Help displays a list of topics related to activating Microsoft Office system programs.

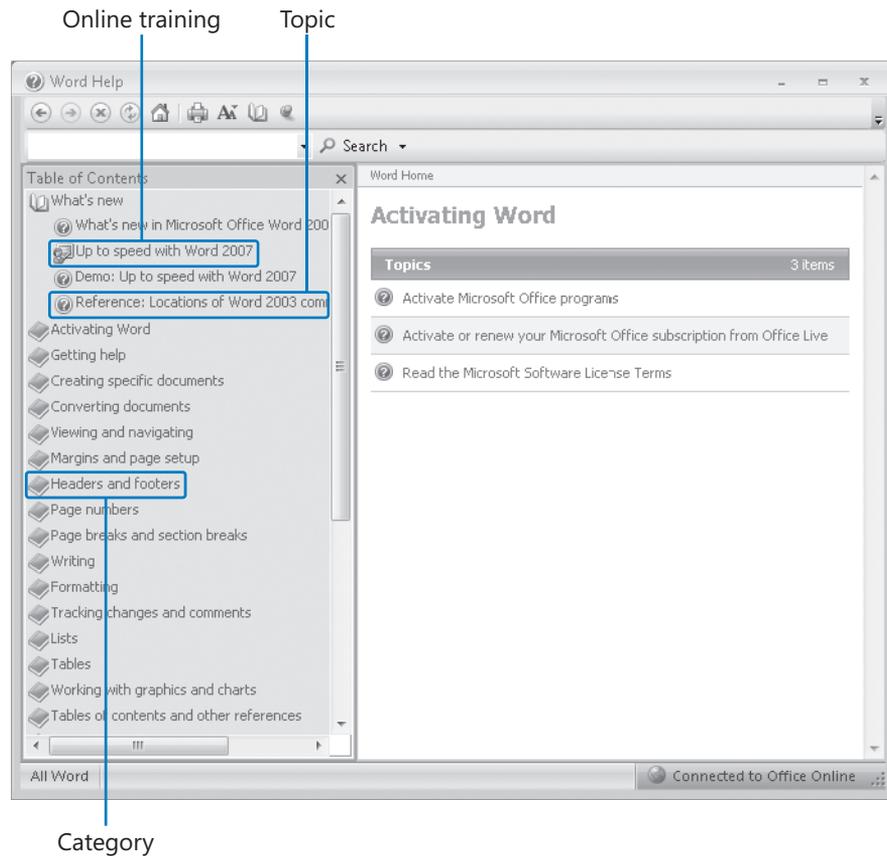


You can click any topic to display the corresponding information.



3. On the toolbar, click the **Show Table of Contents** button.
The Table Of Contents appears in the left pane, organized by category, like the table of contents in a book.

Clicking any category (represented by a book icon) displays that category's topics (represented by help icons) as well as any available online training (represented by training icons).



If you're connected to the Internet, Word displays categories, topics, and training available from the Office Online Web site as well as those stored on your computer.



Back



Forward

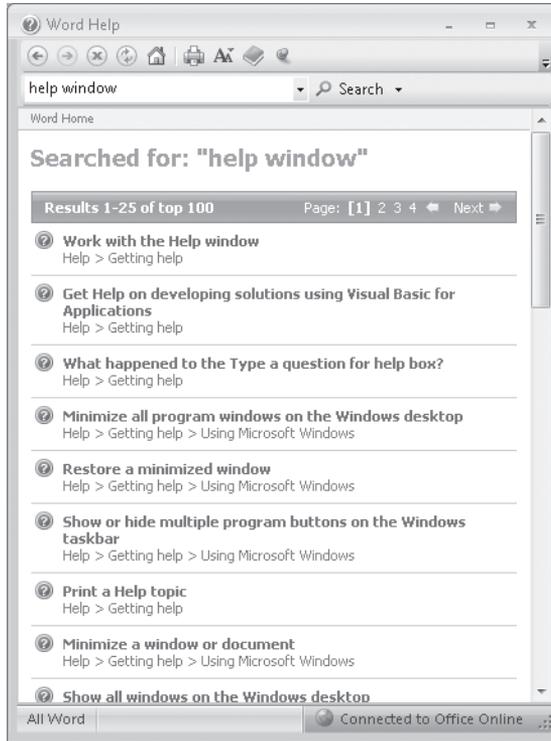
4. In the **Table of Contents**, click a few categories and topics, then click the **Back** and **Forward** buttons to move among the topics you have already viewed.



Close

5. At the right end of the **Table of Contents** title bar, click the **Close** button.
6. At the top of the **Word Help** window, click the **Type word to search for** box, type **Help window**, and then press the  key.

The Word Help window displays topics related to the words you typed.



7. In the results list, click **Print a Help topic**.

The selected topic appears in the Word Help window, explaining that you can click the Print button on the toolbar to print any topic.

8. Below the title at the top of the topic, click **Show All**.

Word displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can display or hide an individual item by clicking it. When you click the Print button, Word will print all displayed information.



CLOSE the Word Help window.

More Information

If your question is about Microsoft Office Word 2007 or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

Quick Reference

1 Exploring Word 2007

To start Word

- Click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office Word 2007**.

To open an existing file

1. Click the **Microsoft Office Button**, and then click **Open**.
2. In the **Open** dialog box, navigate to the folder that contains the file you want to open, and then double-click the file.

To move the insertion point to the beginning or end of the document

- Press **Ctrl** + **Home** or **Ctrl** + **End**.

To convert a document created in an earlier version of Word

- Click the **Microsoft Office Button**, and then click **Convert**.

To view multiple pages

1. On the **View** toolbar, click the **Zoom** button.
2. In the **Zoom** dialog box, click the **Many pages** arrow, select the number of pages, and then click **OK**.

To adjust the magnification of a document

1. On the **View** toolbar, click the **Zoom** button.
2. In the **Zoom** dialog box, click a **Zoom to percentage** or type an amount in the **Percent** box, and then click **OK**.

To display the Document Map

- On the **View** tab, in the **Show/Hide** group, select the **Document Map** check box.

To display thumbnails of pages

- On the **View** tab, in the **Show/Hide** group, select the **Thumbnails** check box.

To display or hide non-printing characters

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.

To display a document in a different view

- On the **View** tab, in the **Document Views** group, click the button for the desired view; or
- Click a view button on the **View** toolbar at the right end of the status bar.

To switch among open documents

- On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click the name of the document you want to switch to.

To view multiple open documents

- On the **View** tab, in the **Window** group, click the **Arrange All** button.

To open a new document

- Click the **Microsoft Office Button**, click **New**, and then in the **New Document** window, double-click **Blank document**.

To save a document for the first time

1. On the **Quick Access Toolbar**, click the **Save** button; or click the **Microsoft Office Button**, and then click **Save As**.
2. If **Browse Folders** is shown in the lower-left corner of the **Save As** dialog box, click it, and then navigate to the location where you want to save the file.
3. In the **File name** box, type a name for the document, and then click **Save**.

To create a new folder while saving a document

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **Save As** dialog box, navigate to the folder where you want to create the new folder.
3. On the dialog box's toolbar, click the **New Folder** button.
4. Type the name of the new folder, press , and then click **Open**.
5. In the **File name** box, type a name for the document, and then click **Save**.

To preview how a document will look when printed

- Click the **Microsoft Office Button**, point to **Print**, and then click **Print Preview**.

To print a document with the default settings

- Click the **Microsoft Office Button**, point to **Print**, and then click **Quick Print**.

To print a document with custom settings

1. Click the **Microsoft Office Button**, and then click **Print**.
2. In the **Print** dialog box, modify the settings as needed, and then click **OK**.

2 Editing and Proofreading Documents

To select text

- Word: Double-click the word.
- Sentence: Click in the sentence while holding down the **Ctrl** key.
- Paragraph: Triple-click in the paragraph, or double-click in the selection area to the left of the paragraph.
- Block: Click to the left of the first word, hold down the **Shift** key, and then click immediately to the right of the last word or punctuation mark.
- Line: Click in the selection area to the left of the line.
- Document: Triple-click in the selection area.

To delete text

- Select the text, and then press **Del** or **Backspace**.

To copy or cut and paste text

1. Select the text, and then on the **Home** tab, in the **Clipboard** group, click the **Copy** or **Cut** button.
2. Click where you want to paste the text, and then in the **Clipboard** group, click the **Paste** button.

To undo an action

- On the **Quick Access Toolbar**, click the **Undo** button.

To move text by dragging

1. Select the text, and then point to the selection.
2. Hold down the mouse button, drag the text to its new location, and then release the mouse button.

To save text as a building block

1. Select the text. Then on the **Insert** tab, in the **Text** group, click the **Quick Parts** button, and then click **Save Selection to Quick Part Gallery**.
2. In the **Create New Building Block** dialog box, type a name for the building block, make any necessary changes to the settings, and then click **OK**.

To insert a building block in a document

- Click where you want to insert the building block. Then either type the name of the building block, and press **F3**; or on the **Insert** tab, in the **Text** group, click the **Quick Parts** button, and select the building block from the **Quick Part** gallery.

To insert the date and time

1. Click where you want the date or time to appear, and then on the **Insert** tab, in the **Text** group, click the **Date & Time** button.
2. In the **Date and Time** dialog box, under **Available formats**, click the format you want, and then click **OK**.

To use the Thesaurus

1. Double-click the word you want to replace, and then on the **Review** tab, in the **Proofing** group, click the **Thesaurus** button.
2. In the **Research** task pane, point to the word you want to insert in place of the selected word, click the arrow that appears, and then click **Insert**.

To research information

1. On the **Review** tab, in the **Proofing** group, click **Research**.
2. In the **Research** task pane, in the **Search for** box, type the research topic.
3. Click the arrow of the box below the **Search for** box, click the resource you want to use, and then in the results list, click a source to view its information.

To translate a word or phrase into another language

1. Select the word or phrase, and then on the **Review** tab, in the **Proofing** group, click the **Translate** button.
2. In the **Translation** area of the **Research** task pane, select the desired languages in the **From** and **To** boxes to display the translation.

To display a document in Outline view

- On the **View** toolbar, click the **Outline** button.

To display specific heading levels in Outline view

- On the **Outlining** tab, in the **Outline Tools** group, click the **Show Level** arrow, and in the list, click a heading level.

To collapse or expand heading levels in Outline view

- Click anywhere in the heading to be collapsed or expanded. Then on the **Outlining** tab, in the **Outline Tools** group, click the **Collapse** or **Expand** button.

To demote or promote headings in Outline view

- Click the heading to be demoted or promoted. Then on the **Outlining** tab, in the **Outline Tools** group, click the **Demote** or **Promote** button.

To move content in Outline view

- Collapse the heading whose text you want to move. Then on the **Outlining** tab, in the **Outline Tools** group, click the **Move Up** or **Move Down** button.

To find text

1. On the **Home** tab, in the **Editing** group, click the **Find** button.
2. On the **Find** tab of the **Find and Replace** dialog box, specify the text you want to find, and then click **Find Next**.

To replace text

1. On the **Home** tab, in the **Editing** group, click the **Replace** button.
2. On the **Replace** tab of the **Find and Replace** dialog box, specify the text you want to find and the text you want to replace it with, and then click **Find Next**.
3. Click **Replace** to replace the first instance of the text, **Replace All** to replace all instances, or **Find Next** to leave that instance unchanged and move to the next one.

To check spelling and grammar

1. On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.
2. In the **Spelling and Grammar** dialog box, click the appropriate buttons to correct the errors Word finds or to add words to the custom dictionary or AutoCorrect list.
3. Click **OK** when Word reaches the end of the Spelling and Grammar check, and then click **Close**.

To remove personal information from a document

1. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Inspect Document**.
2. In the **Document Inspector** dialog box, select the items you want checked, and then click **Inspect**.
3. In the **Document Inspector** summary, click the **Remove All** button to the right of any items you want removed, and then close the **Document Inspector** dialog box.

To mark a document as final

1. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Mark as Final**.
2. Click **OK** in the message box, click **Save**, then click **OK** in the finalization message.

3 Changing the Look of Text

To preview and apply styles

- Click the paragraph or select the text to which you want to apply a style. Then on the **Home** tab, in the **Styles** group, click the thumbnail of the style you want to apply in the **Quick Styles** gallery.

To change the style set

- On the **Home** tab, in the **Styles** group, click the **Change Styles** button, click **Style Set**, and then click the set you want to use.

To apply character formatting

- Select the text. Then on the **Home** tab, in the **Font** group (or on the **Mini toolbar** that appears), click the button of the formatting you want to apply.

To copy formatting

- Select the text that has the formatting you want to copy. Then on the **Home** tab, in the **Clipboard** group (or on the **Mini toolbar** that appears), click the **Format Painter** button, and select the text to which you want to apply the copied formatting.

To change the font

- Select the text. Then on the **Home** tab, in the **Font** group, click the **Font** arrow, and click the font you want.

To change the font size

- Select the text. Then on the **Home** tab, in the **Font** group, click the **Font Size** arrow, and click the font size you want.

To apply text effects

1. Select the text, and then on the **Home** tab, click the **Font** dialog box launcher.
2. In the **Font** dialog box, under **Effects**, select the check box for the effect you want, and then click **OK**.

To clear formatting from text

- On the **Home** tab, in the **Font** group, click the **Clear Formatting** button.

To change the color of text

- Select the text. Then on the **Home** tab, in the **Font** group, click the **Font Color** arrow, and in the color palette, click the color you want.

To highlight text with a color

- Select the text. Then on the **Home** tab, in the **Font** group, click the **Highlight** arrow, and click the color you want.

To select all text with the same formatting

- Click the formatted text. Then on the **Home** tab, in the **Editing** group, click the **Select** button, and click **Select Text With Similar Formatting**.

To insert a line break

- Click at the right end of the text where you want the line break to appear. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and click **Text Wrapping**.

To align paragraphs

- Click the paragraph, or select multiple paragraphs. Then on the **Home** tab, in the **Paragraph** group, click the **Align Left**, **Center**, **Align Right**, or **Justify** button.

To indent the first line of a paragraph

- Click the paragraph. Then on the horizontal ruler, drag the **First Line Indent** marker to the location of the indent.

To indent an entire paragraph

- Click the paragraph, or select multiple paragraphs. Then on the horizontal ruler, drag the **Left Indent** or **Right Indent** marker to the location of the indent.

To increase or decrease indenting

- Click the paragraph, or select multiple paragraphs. Then in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button.

To set a tab stop

- Click the paragraph, or select multiple paragraphs. Then click the **Tab** button until it displays the type of tab you want, and click the horizontal ruler where you want to set the tab stop for the selected paragraph(s).

To change the position of a tab stop

- Click the paragraph, or select multiple paragraphs. Then on the horizontal ruler, drag the tab stop to the new mark.

To add a border or shading to a paragraph

1. Click the paragraph. Then on the **Home** tab, in the **Paragraph** group, click the **Borders** arrow, and click **Borders and Shading**.
2. In the **Borders and Shading** dialog box, on the **Borders** tab, click the icon of the border style you want to apply, and then click **OK**.
3. In the **Borders and Shading** dialog box, on the **Shading** tab, click the **Fill** arrow, click the shading color you want, and then click **OK**.

To format paragraphs as a list

- Select the paragraphs. Then on the **Home** tab, in the **Paragraph** group, click the **Bullets** or **Numbering** button.

To change the style of a list

1. Select the list paragraphs. Then on the **Home** tab, in the **Paragraph** group, click the **Bullets** or **Numbering** arrow.

2. In the **Bullets Library** or **Numbering Library**, click the bullet or number style you want to use.

To change the indent level of a list

- Select the list paragraphs. Then on the **Home** tab, in the **Paragraph** group, click the **Decrease Indent** or **Increase Indent** button.

To sort items in a list

1. Select the list paragraphs. Then on the **Home** tab, in the **Paragraph** group, click the **Sort** button.
2. In the **Sort Text** dialog box, click the **Type** arrow, and then in the list, click the type of text by which to sort.
3. Select **Ascending** or **Descending**, and then click **OK**.

To create a multilevel list

1. Click where you want to create the list. Then on the **Home** tab, in the **Paragraph** group, click the **Multilevel List** button.
2. In the **Multilevel List** gallery, click the thumbnail of the multilevel list style you want to use.
3. Type the text of the list, pressing to create another item at the same level, pressing and then to create a subordinate item, or pressing and then + to create a higher-level item.

4 Changing the Look of a Document

To add a background color to a document

- On the **Page Layout** tab, in the **Page Background** group, click the **Page Color** button, and then in the palette, click the background color you want.

To change a document's background fill effects

1. On the **Page Layout** tab, in the **Page Background** group, click the **Page Color** button, and then click **Fill Effects**.
2. In the **Fill Effects** dialog box, click the tab for the type of fill effect you want.
3. Click the options or thumbnails you want, and then click **OK**.

To add a text watermark

- On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button, and then click the thumbnail for one of the predefined text watermarks.
- or

1. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button, and then click **Custom Watermark**.

2. In the **Printed Watermark** dialog box, click **Text watermark**, and then either click the **Text** arrow and click the text you want, or type the text in the **Text** box.
3. Format the text by changing the settings in the **Font**, **Size**, and **Color** boxes.
4. Select a layout option, select or clear the **Semitransparent** check box, and then click **OK**.

To use a picture as a watermark

1. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button, and then click **Custom Watermark**.
2. In the **Printed Watermark** dialog box, click **Picture watermark**, and then click **Select Picture**.
3. In the **Insert Picture** dialog box, navigate to the folder where the picture is stored, double-click the name of the picture, and then click **OK**.

To apply a theme

- On the **Page Layout** tab, in the **Themes** group, click the **Themes** button, and then in the **Themes** gallery, click the theme you want.

To save a custom theme

1. On the **Page Layout** tab, in the **Themes** group, click the **Themes** button, and then click **Save Current Theme**.
2. In the **Save Current Theme** dialog box, in the **File name** box, type a name for the theme, and then click **Save**.

To create a document based on a template

1. Click the **Microsoft Office Button**, click **New**, and then in the left pane of the **New Document** window, click **Installed Templates**.
2. In the center pane, double-click the thumbnail for the template you want.
3. Replace the placeholder text with your own text, and then save the document.

To save a document as a template

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **Save As** dialog box, in the **File name** box, type a name for the template.
3. Click the **Save as type** arrow, and then click **Word Template**.
4. Under **Favorite Links**, click **Templates**, and then click **Save**.

To create a new style

1. Click the text that you want to save as a new style.
2. In the **Styles** group, click the **More** button, and then click **Save Selection as a New Quick Style**.

3. In the **Create New Style from Formatting** dialog box, in the **Name** box, type the new style's name.
4. To make the style available in the template, rather than in only the current document, click **Modify**.
5. At the bottom of the dialog box, click **New documents based on this template**, and then click **OK**.

To apply a different template to a document

1. Display the **Add-Ins** page of the **Word Options** window.
2. In the **Manage** list, click **Templates**. Then click **Go**.
3. In the **Templates and Add-ins** dialog box, under **Document template**, click **Attach**.
4. In the **Attach Template** dialog box, locate and double-click the template you want to attach.
5. In the **Templates and Add-ins** dialog box, select the **Automatically update document styles** check box, and then click **OK**.

To insert a header or footer in a document

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button.
2. In the **Header** or **Footer** gallery, click the style you want to use.
3. In the placeholders, type the text you want.
4. On the **Design** contextual tab, in the **Close** group, click the **Close Header and Footer** button.

To insert only a page number

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button.
2. Point to a position option in the list, and in the gallery, select a page number style.

To change the format of page numbers

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, and then click **Format Page Numbers**.
2. In the **Page Number Format** dialog box, click the **Number format** arrow, and then in the list, click the number format you want.
3. Select any other options you want, and then click **OK**.

To prevent widows and orphans

1. Select the paragraphs you want to format. Then on the **Home** tab, click the **Paragraph** dialog box launcher.
2. In the **Paragraph** dialog box, click the **Line and Page Breaks** tab.
3. Select the **Widow/Orphan control** and **Keep lines together** check boxes. Then clear all the other check boxes by clicking them twice, and click **OK**.

To insert a page break

- Click to the left of where you want to insert the page break. Then on the **Insert** tab, in the **Pages** group, click **Page Break**.

To insert a section break

- Click to the left of where you want to insert the section break. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and under **Section Breaks**, click the type of section break you want.

To adjust page margins

- On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and then click the margin style you want.

5 Presenting Information in Columns and Tables

To format text in multiple columns

- Select the text. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button, and click the number of columns you want.

To change the width of columns

1. Click anywhere in the first column. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click **More Columns**.
2. Under **Width and spacing**, change the setting in the **Width** column or the **Spacing** column, and then click **OK**.

To hyphenate text automatically

- On the **Page Layout** tab, in the **Page Setup** group, click the **Hyphenation** button, and then click **Automatic**.

To insert a column break

- Click where you want the column break to appear. Then on the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then click **Column**.

To create a tabular list

1. Type the text of the list, pressing between each item on a line and pressing at the end of each line.
2. Select the lines of the list, change the **Tab** button to the type of tab stop you want, and then click the horizontal ruler where you want to set tab stops that will line up the items in columns.

To insert a table

1. Click where you want to insert the table. Then on the **Insert** tab, in the **Tables** group, click the **Table** button.
2. In the grid, point to the upper-left cell, move the pointer across and down to select the number of columns and rows you want, and click the lower-right cell in the selection.

To merge table cells

- Select the cells you want to merge. Then on the **Layout** contextual tab, in the **Merge** group, click the **Merge Cells** button.

To add rows to a table

- Click in the row above or below which you want to add a single row, and then on the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button; or select the number of rows you want to insert, and then in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

To convert text to a table

1. Select the text you want to convert. Then on the **Insert** tab, in the **Tables** group, click the **Table** button, and click **Convert Text to Table**.
2. In the **Convert Text to Table** dialog box, enter the dimensions of the table in the **Number of columns** and **Number of Rows** boxes, select the type of text separator, and then click **OK**.

To insert a Quick Table

1. Click where you want to insert the table. Then on the **Insert** tab, in the **Tables** group, click the **Table** button, and then point to **Quick Tables**.
2. In the **Quick Tables** gallery, click the table style you want.

To apply a table style

- Click the table whose style you want to change. Then on the **Design** contextual tab, in the **Table Styles** group, click the style you want in the **Table Styles** gallery.

To total a column of values in a table

1. Click the cell in the table where you want the total to appear.
2. On the **Layout** contextual tab, in the **Data** group, click the **Formula** button.
3. With the **SUM** formula in the **Formula** box, click **OK** to total the values.

To insert an Excel worksheet

- Copy the worksheet data in Excel, and then in Word, click where you want to insert the copied data, and on the **Home** tab, in the **Clipboard** group, click the **Paste** button.
or

1. In Excel, copy the worksheet data. Then in Word, click where you want to insert the copied data, and on the **Home** tab, in the **Clipboard** group, click the **Paste** arrow, and click **Paste Special**.
2. In the **Paste Special** dialog box, in the **As** list, click **Microsoft Office Excel Worksheet Object**, click **Paste link**, and then click **OK**.
or
→ Click where you want to insert the worksheet, and then on the **Insert** tab, in the **Tables** group, click the **Table** button, and click **Excel Spreadsheet**.

To draw a table

1. Click where you want to draw the table. Then on the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Draw Table**.
2. Drag the pointer (which has become a pencil) across and down to create a cell.
3. Point to the upper-right corner of the cell, and drag to create another cell, or draw column and row boundaries inside the first cell.

6 Working with Graphics, Symbols, and Equations

To insert a picture

1. Click where you want to insert the picture. Then on the **Insert** tab, in the **Illustrations** group, click the **Picture** button.
2. Navigate to the folder where the picture is stored, and then double-click the picture to insert it.

To adjust the size of an object

- Click the object. Then point to one of the handles surrounding the object, and when the pointer becomes a two-headed arrow, drag until the picture is the size you want.

To insert clip art

1. Click where you want to insert the clip art. Then on the **Insert** tab, in the **Illustrations** group, click the **Clip Art** button.
2. In the **Clip Art** task pane, in the **Search for** box, type a word describing what you are looking for, and then click **Go**.
3. In the task pane, click a clip art image to insert it in the document, and then close the task pane.

To move an object

- Click the object to select it. Then point to the object, and when the pointer changes to a four-headed arrow, drag the object to the new position.

To quickly copy an object

- Click the object, hold down the **Ctrl** key, and then drag a copy of the object to its new location, releasing first the mouse button and then the **Enter** key.

To insert a WordArt object

1. Click where you want to insert the WordArt. Then on the **Insert** tab, in the **Text** group, click the **WordArt** button.
2. In the **WordArt** gallery, click the style you want.
3. In the **Edit WordArt Text** dialog box, type your text.
4. Set the size and other attributes of the text, and then click **OK**.

To apply a drop cap

- Click in the paragraph. Then on the **Insert** tab, in the **Text** group, click the **Drop Cap** button, and click the style you want.

To draw a shape

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button, and then click the shape you want.
2. Point where you want the shape to appear, and then drag to draw the shape.

To group drawing objects

1. Hold down the **Ctrl** key, and click each object you want to group.
2. On the **Format** contextual tab, in the **Arrange** group, click the **Group** button, and then click **Group**.

To change the text wrapping of a picture

- Select the picture. Then on the **Format** contextual tab, in the **Arrange** group, click the **Text Wrapping** button, and click the wrapping style and attributes you want.

To change the position of a picture

- Select the picture. Then point to the picture, and when the pointer changes to a four-headed arrow, drag the picture to its new location.

or

1. Select the picture. Then on the **Format** contextual tab, in the **Arrange** group, click the **Picture** button, and click **More Layout Options**.
2. In the **Advanced Layout** dialog box, on the **Picture Position** tab, set the position options you want, and then click **OK**.

To insert a symbol

1. Click where you want to insert the symbol. Then on the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and click **More Symbols**.

2. In the **Symbols** dialog box, on the **Symbols** tab, select the font you want.
3. Scroll through the list of symbols until you find the symbol you want, double-click it, and then click **Close**.

To insert an equation

1. Click where you want to insert the equation. Then on the **Insert** tab, in the **Symbols** group, click the **Equation** button.
2. Type your equation in the equation box that appears in the document.

7 Working with Diagrams and Charts

To insert a diagram

1. Click where you want to insert the diagram. Then on the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
2. In the **Choose a SmartArt Graphic** dialog box, click the diagram layout you want, and then click **OK**.

To add text to a diagram

- Click the placeholder text in the **Type your text here** pane or in the diagram shape, and then type your text.

To resize a diagram

- Drag a sizing handle around the diagram frame, and then drag the handle to increase or decrease the size of the diagram.

To add a shape to a diagram

- Click the diagram shape above or below which you want the new shape to appear. Then on the **Design** contextual tab, in the **Create Graphic** group, click the **Add Shape** arrow, and in the list, click **Add Shape After**, **Add Shape Before**, **Add Shape Above**, or **Add Shape Below**.

To change the diagram layout

- Click a blank area in the diagram's frame. Then on the **Design** contextual tab, in the **Layouts** group, click the **More** button, and in the gallery, click the layout you want.

To move a diagram

- Point to the diagram's frame (not one of the handles), and when the pointer changes to a four-headed arrow, drag the diagram to its new location.

To change the style of a diagram

- Click a blank area inside the diagram's frame. Then on the **Design** tab, in the **SmartArt Styles** group, click the **More** button, and in the gallery, click the style you want.

To insert a chart

1. On the **Insert** tab, in the **Illustrations** group, click **Chart**.
2. In the **Insert Chart** dialog box, click the category of chart you want, click the style you want, and then click **OK**.

To enter data in a new chart

- In the Excel worksheet, replace the sample data by clicking a cell, and then typing your own data.

To fit a column to its longest entry

- Point to the border between two column headings, and when the pointer changes to a double-headed arrow, double-click.

To edit the data in a selected chart

1. On the **Design** tab, in the **Data** group, click the **Edit Data** button.
2. In the Excel worksheet, click the cell you want to edit, type the new data, and then press .

To change the type of a selected chart

1. On the **Design** tab, in the **Type** group, click the **Change Chart Type** button.
2. In the **Change Chart Type** dialog box, click the chart type you want, and then click **OK**.

To change the style of a selected chart

- On the **Design** tab, in the **Chart Styles** group, click the **More** button, and in the **Chart Styles** gallery, click the style you want.

To turn a chart's gridlines on and off

- On the **Layout** contextual tab, in the **Axes** group, click the **Gridlines** button, point to **Primary Horizontal Gridlines** or **Primary Vertical Gridlines**, and click the option you want.

8 Working with Longer Documents

To delete a building block

1. In the **Text** group, click **Quick Parts**, and then click **Building Blocks Organizer**.
2. In the **Building blocks** list, select the building block you want to delete, and then click **Delete**.

To create a table of contents based on headings

1. Position the insertion point where you want to insert the table of contents. Then on the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button.
2. In the **Table of Contents** gallery, click the table of contents style you want.

To update a table of contents

1. Click in the table of contents. Then on the **References** tab, in the **Table of Contents** group, click the **Update Table** button.
2. In the **Update Table Of Contents** dialog box, click **Update page numbers only** or **Update entire table**, and then click **OK**.

To insert an index entry

1. Select the word you want to mark. Then on the **References** tab, in the **Index** group, click the **Mark Entry** button.
2. In the **Mark Index Entry** dialog box, click **Mark**.

To create an index

1. Click where you want to insert the index. Then on the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button to turn off the display of non-printing characters.
2. On the **References** tab, in the **Index** group, click **Insert Index**.
3. In the **Index** dialog box, click the **Formats** arrow, click an index format, select any other options you want, and then click **OK**.

To insert a bookmark

1. Select the text or item that you want to bookmark. Then on the **Insert** tab, in the **Links** group, click **Bookmark**.
2. In the **Bookmark** dialog box, in the **Bookmark name** box, type the bookmark name (with no spaces) or select one from the list of bookmarks, and then click **Add**.

To insert a cross-reference

1. Click where you want to insert the cross-reference. Then type the introductory text for the cross reference; for example, **For more information, see**.
2. On the **Insert** tab, in the **Links** group, click the **Cross-reference** button.
3. In the **Cross-reference** dialog box, click the **Reference type** arrow, and then click the type of reference you want.
4. Click the **Insert reference to** arrow, and then click the type of item you are referencing, if necessary.
5. In the **For which** list, click the item you are referencing to, click **Insert**, and then click **Close**.

To insert a hyperlink to another location

1. Select the text or item you want to convert to a hyperlink. Then on the **Insert** tab, in the **Links** group, click **Hyperlink**.
2. In the **Insert Hyperlink** dialog box, select the type of link on the **Link to** bar, and then designate the hyperlink target.
3. Click **Target Frame**, and then in the **Set Target Frame** dialog box, specify where the hyperlink target will be displayed.
4. Click **OK** twice.

To jump to a hyperlink target from a Word document

→ Hold down the  key, and then click the link.

To edit a hyperlink

1. Right-click the hyperlink, and then click **Edit Hyperlink**.
2. In the **Edit Hyperlink** dialog box, make the necessary changes, and then click **OK**.

To create a footnote or endnote

1. Click where you want to insert the reference mark. Then on the **References** tab, in the **Footnotes** group, click **Insert Footnote** or **Insert Endnote**.
2. In the linked area at the bottom of the page or end of the document or section, type the note text.

To add a new bibliography source to the Source Manager

1. On the **References** tab, in the **Citations & Bibliography** group, click the **Manage Sources** button.
2. In the **Source Manager** dialog box, click **New**.
3. In the **Create Source** dialog box, click the **Type of Source** arrow, and in the list, click the source type. Then enter the bibliography information for the source, and click **OK**.

To insert a bibliography citation in a document

→ Click where you want to insert the citation. Then on the **References** tab, in the **Citations and Bibliography** group, click **Insert Citation**, and in the **Insert Citation** gallery, click the citation you want to insert.

To create a bibliography

→ Click where you want to insert the bibliography. Then on the **References** tab, in the **Citations & Bibliography** group, click the **Bibliography** button, and in the gallery, click the type of bibliography you want.

9 Creating Form Letters, E-Mail Messages, and Labels

To merge a document with an existing data source

1. On the **Mailings** tab, in the **Start Mail Merge** group, click the **Start Mail Merge** button, and then click **Step by Step Mail Merge wizard**.
2. In the **Mail Merge** task pane, select an option in the **Select document type** area, and then click **Next: Starting document**.
3. Click **Use the current document**, and then click **Next: Select recipients**.
4. Click **Use an existing list**, and then click **Browse**.
5. In the **Select Data Source** dialog box, navigate to the location of the data source, and then double-click the file.

To add a record to a data source

1. On the **Mailings** tab, in the **Start Mail Merge** group, click the **Edit Recipient List** button.
2. In the **Mail Merge Recipients** dialog box, in the **Data Source** box, click the data source, and then click **Edit**.
3. In the **Edit Data Source** dialog box, click **New Entry**, enter the new record information into the fields, click **OK**, and then click **Yes** to update the list.

To sort data in a data source

1. On the **Mailings** tab, in the **Start Mail Merge** group, click the **Edit Recipient List** button.
2. In the **Mail Merge Recipients** dialog box, under **Refine Recipient List**, click **Sort**.
3. In the **Filter and Sort** dialog box, click the **Sort by** arrow, and select the field you want to sort by. Then click **Ascending** or **Descending**, and click **OK**.

To filter records in a data source

1. On the **Mailings** tab, in the **Start Mail Merge** group, click the **Edit Recipient List** button.
2. In the **Mail Merge Recipients** dialog box, under **Refine Recipient List**, click **Filter**.
3. In the **Filter and Sort** dialog box, click the **Field** arrow, and select the criteria you want to use for the filter. Then click **OK**.

To insert a merge field into a form letter

1. Click where you want to insert the merge field. Then on the **Mailings** tab, in the **Write and Insert Fields** group, click the button for the field you want to insert.
2. In the dialog box that opens, click **OK** to accept the default settings, or make any changes you want and then click **OK**.

To print an envelope based on an address in a document

1. Select the lines of the address in the document. Then on the **Mailings** tab, in the **Create** group, click the **Envelopes** button.
2. In the **Envelopes and Labels** dialog box, type a return address, if necessary, and make any other necessary selections.
3. Insert an envelope in the printer according to your printer manufacturer's directions, and then click **Print**.

To send personalized e-mail messages

1. Open a new blank document. Then on the **Mailings** tab, in the **Start Mail Merge** group, click the **Start Mail Merge** button, and click **E-mail Messages**.
2. Type the text of the message in the Word document.
3. In the **Start Mail Merge** group, click the **Select Recipients** button, and then designate the data source you want to use.
4. Add any necessary merge fields to the message by using the buttons in the **Write & Insert Fields** group.
5. In the **Finish** group, click the **Finish & Merge** button, and then click **Send E-mail Messages**.
6. In the **Merge to E-mail** dialog box, select **Email_Address** in the **To** box, type a subject in the **Subject line** box, select the mail format, select which records to use, and then click **OK**.

To create mailing labels

1. Open a new blank document. Then on the **Mailings** tab, in the **Start Mail Merge** group, click **Labels**.
2. In the **Label Options** dialog box, select the label vendor and product number you want, and then click **OK**.
3. In the **Start Mail Merge** group, click the **Select Recipients** button, and then designate the data source you want to use.
4. With the insertion point in the first cell on the left, in the **Write & Insert Fields** group, click the **Address block** button.
5. In the **Insert Address Block** dialog box, click **OK** to accept the default settings.
6. In the **Write & Insert Fields** group, click the **Update Labels** button.
7. In the **Preview Results** group, click the **Preview Results** button.
8. In the **Finish & Merge** group, click the **Finish & Merge** button, and select whether you want to merge to a document or the printer.

10 Collaborating with Others

To send a copy of a document as an e-mail attachment

1. On the **Microsoft Office Button** menu, point to **Send**, and then click **E-mail**.
2. In the **To** box, type the e-mail address of the recipient(s), and then click the **Send** button.

To turn change tracking on or off

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** button.

To display revisions in balloons

- In the **Tracking** group, click the **Balloons** button, and then in the list, click **Show Revisions in Balloons**.

To show or hide revisions marks

- In the **Tracking** group, click the **Display for Review** arrow, and then in the list, click **Final Showing Markup** or **Final**.

To accept or reject a change in a document

- Select the changed text. Then in the **Changes** group, click the **Accept** or **Reject** button.

To move among comments in a document

- On the **Review** tab, in the **Comments** group, click the **Next** or **Previous** button.

To insert a comment

- Select the word(s) you want to comment on. Then on the **Review** tab, in the **Comments** group, click the **New Comment** button, and type the comment in the comment balloon.

To delete a comment

- Click the comment balloon. Then on the **Review** tab, in the **Comments** group, click the **Delete** button.

To open and close the reviewing pane

- On the **Review** tab, in the **Tracking** group, click the **Reviewing Pane** button.

To edit a comment

- Click the comment you want to edit, and then type your changes.

To respond to a comment

- Click the comment balloon. Then on the **Review** tab, in the **Comments** group, click the **New Comment** button, and type your response.

To hide comments

- On the **Review** tab, in the **Tracking** group, click the **Show Markup** arrow, and then click **Comments**.

To combine versions of a document

1. On the **Review** tab, in the **Compare** group, click the **Compare** button, and then click **Combine**.
2. In the **Combine Documents** dialog box, click the **Original document** arrow, and then in the list, click the name of the original document.
3. Click the **Revised document** arrow, and then in the list, click the name of a different version of the document.
4. In the lower-left corner of the dialog box, click **More**, and then under **Comparison settings**, select the check boxes for the items you want Word to check.
5. Under **Show changes in**, click the option you want, and then click **OK**.

To hide a reviewer's changes

- On the **Review** tab, in the **Tracking** group, click the **Show Markup** button, point to **Reviewers**, and then click the name of a reviewer whose changes you want to hide.
- To display hidden changes, in the **Tracking** group, click the **Show Markup** button, point to **Reviewers**, and then click **All Reviewers**.

To accept all changes in a document

- On the **Review** tab, in the **Changes** group, click the **Accept** arrow, and then click **Accept All Changes in Document**.

To protect a document with a password

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **Save As** dialog box, navigate to the folder where you want to save the file, and then in the **File name** box, type a name for the document.
3. At the bottom of the dialog box, click **Tools**, and then click **General Options**.
4. In the **General Options** dialog box, in the **Password to open** or **Password to modify** box, type a password.
5. Click **OK** to close the **General Options** dialog box.
6. In the **Confirm Password** dialog box, in the **Reenter password to modify** box, type the password again, and then click **OK**.
7. Back in the **Save As** dialog box, click **Save**.

To remove a password

1. Click the **Microsoft Office Button**, click **Save As**, click **Tools**, and then click **General Options**.
2. In the **General Options** dialog box, select the contents of the **Password to open** or **Password to modify** box, press , click **OK**, and then click **Save**.

To restrict formatting and editing

1. On the **Review** tab, in the **Protect** group, click the **Protect Document** button, and then click **Restrict Formatting and Editing**.
2. In the **Restrict Formatting and Editing** task pane, under **Formatting restrictions**, select the **Limit formatting to a selection of styles** check box, and then click **Settings**.
3. Click the **Recommended Minimum** button. Then under **Checked styles are currently allowed**, select the check boxes for other styles you want to include.
4. Under **Formatting**, select the check boxes for any other restrictions you want to set on the document, and then click **OK**.
5. If a message box asks if you want to remove any styles in the document that aren't allowed, click **Yes**.
6. Under **Editing restrictions** in the task pane, select the **Allow only this type of editing in the document** check box.
7. Click the arrow to the right of the box below the check box, and then in the list, click the type of changes you want to allow.
8. Under **Start enforcement** in the task pane, click **Yes, Start Enforcing Protection**.
9. Enter a password if you want, and then click **OK**.

To create a document workspace

1. Open the document for which you want to create a document workspace. Then click the **Microsoft Office Button**, point to **Publish**, and click **Create Document Workspace**.
2. In the **Document Management** task pane, in the **Location for new workspace** box, type the URL of the SharePoint site where you want to create the document workspace, and then click **Create**.
3. If you are asked to supply your user name and password to connect to the site, fill in the **User name** and **Password** boxes, and then click **OK**.

11 Creating Documents for Use Outside of Word

To save a document as a PDF file

1. Install the Save As PDF Or XPS add-in from the Microsoft Downloads site.
2. Click the **Microsoft Office Button**, point to **Save As**, and then click **PDF or XPS**.
3. In the **Publish as PDF or XPS** dialog box, select the file type, change the file name if you want to, and then select the optimal file publishing size.
4. To make additional changes to the format of the published file, click **Options**, make the changes you want, and then click **OK**.
5. In the **Publish as PDF or XPS** dialog box, click **Publish**.

To install an add-in for use in Word

1. Display the **Add-Ins** page of the **Word Options** window.
2. In the **Manage** list, click the type of add-in you want to install. Then click **Go**.
3. In the **Add-Ins** dialog box, click **Add**.
4. In the **Add** dialog box, navigate to the folder containing the add-in you want to install, and double-click the add-in.
5. In the **Add-Ins** dialog box, in the **Checked items are currently loaded** list, select the check box of the new add-in. Then click **OK**.

To save a document as a Web page

1. Open the document you want to save as a Web page. Then click the **Microsoft Office Button**, and click **Save As**.
2. In the **Save As** dialog box, navigate to the folder where you want to save the Web page, and then in the **File name** box, type a name.
3. Click the **Save as type** arrow, and then in the list, click **Web Page**.
4. If you want the Web page title to be something other than what is shown in the dialog box, click **Change Title**, and then in the **Page title** box in the **Set Page Title** dialog box, type a new title, and click **OK**.
5. In the **Save As** dialog box, click **Save**.

To create a blog post

1. Click the **Microsoft Office Button**, and then click **New**.
2. In the **New Document** dialog box, click **New blog post**, and then click **Create**.

To register a blog space

1. In the **Register a Blog Account** dialog box, click **Register Now**.
2. In the **New Blog Account** dialog box, click the **Blog** arrow, select the name of your blog service provider, and then click **Next**.
3. In the **New Account** dialog box, type in the requested information, and click **OK**.

To publish a blog post

1. Open the blog post that you want to publish. Then on the **Blog Post** tab, in the **Blog** group, click the **Publish Entry** button.
2. In the **Connect to Your Space** dialog box, enter your user information, and then click **OK**.

To save a document in XML format

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **Save As** dialog box, navigate to the folder where you want to save the XML file, and then in the **File name** box, type a name.
3. Click the **Save as type** arrow, and then in the list, click **Word XML Document**.
4. In the **Save As** dialog box, click **Save**.

To show the Developer tab on the Ribbon

1. Display the **Popular** page of the **Word Options** window.
2. Under **Top options for working with Word**, select the **Show Developer tab in the Ribbon** check box, and then click **OK**.

12 Customizing Word

To display the Word Options window

- Click the **Microsoft Office Button**, and then click **Word Options**.

To add a button for a command to the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** button.
2. If the command you want to add appears in the list, click it; otherwise, click **More Commands**.
3. Set **Choose command from** to the tab or menu containing the command you want to add. Then click the command in the list below, and click **Add** to move it to the box on the right.
4. Click **OK**.

To create a keyboard shortcut

1. On the **Customize Page** of the **Word Options** window, to the right of **Keyboard shortcuts**, click **Customize**.
2. In the **Customize Keyboard** dialog box, in the **Categories** list, click the name of the tab or menu that contains the command you want, and then in the **Commands** list, click the command.
3. If there is not already a shortcut for the command, click the **Press new shortcut key** box, and then press the keys you want to use for the shortcut.
4. If the shortcut is not already assigned to another command, click **Assign**.

Chapter at a Glance

Work in the Word environment, **page 2**

The image shows a Microsoft Word window titled "Document2 - Microsoft Word". The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, and View. The ribbon is set to the "Page Layout" tab, showing options for margins, orientation, size, zoom, and page setup. The document content is split into two columns. The left column contains text about receiving packages and a list of instructions for a customer dropping off a package. The right column contains a list of instructions for an active company account. A blue callout box on the right points to the right column with the text "Display different views of a document, page 15". Below the main document, a "Print Preview" window is open, showing a preview of a document titled "Wide World Importers Room Makeover INFORMATION SHEET". The preview window includes a toolbar with options like Print, Margins, Orientation, Size, Zoom, and Page Setup. A blue callout box on the left points to the preview window with the text "Preview and print a document, page 27". The preview window shows a document with a title "Wide World Importers Room Makeover INFORMATION SHEET" and several paragraphs of text. A small dialog box is visible over the preview, with the text "Go with what you love, and the rest will fall into place." The status bar at the bottom of the Word window shows "Page: 1 of 2" and "Words: 813".

Receiving Packages
All packages dropped off by customers should be processed and shipped out the day they are received. We receive packages in the following ways:
Receive Packages to Ship
Receive Items to Package and Ship

Receive Packages To Ship
When a customer drops off a package for shipment:

1. Ask for their name, and check the database to see if they already have an account.
 - a. If it is an active account, ask if they are using a PO for payment.
2. Ask the customer if they have a preferred shipping company to use, the method of shipping (ground, air) and how quickly they need the package to arrive at its destination.
3. Measure the item to determine the packing material to use.
4. Enter the information into the database, and generate the invoice and tracking slip. Process the order (see Processing Orders).

Receive Items to Package and Ship
When a customer drops off a package for shipment:

1. Ask for their name, and check the database to see if they already have an account.
 - a. If it is an active account, ask if they are using a PO for payment.
2. Ask the customer if they have a preferred shipping company to use, the method of shipping (ground, air) and how quickly they need the package to arrive at its destination.
3. Enter the information into the database, and generate the invoice and tracking slip. Process the order (see Processing Orders).
4. Give one copy of the invoice and tracking slip to the customer.

Print Preview
Print Options Margins Orientation Size Zoom 100% One Page Two Pages Page Width Show Ruler Magnifier Next Page Previous Page Shrink One Page Close Print Preview

Wide World Importers
Room Makeover
INFORMATION SHEET

With the Room Planner, you'll never make another design mistake. Created by experienced interior designers to simplify the remodeling process, this award-winning planning tool incorporates elements of color, dimension, and style to guide your project. It includes a furniture location guide, room and drawing tools, and miniature furniture, rug, accessories, and color palettes that match our large online selection, helping you to use the pictures to create the room of your dreams.

Take a look at how your home is decorated and notice the things you like and dislike. Pay special attention to the color scheme and to how you need to use each room. Is it inviting? Does it feel comfortable? Does it really show off your style? Do you like to entertain? Do you like to relax?

Start with the room you would most like to change. Brainstorm all the things you would change in that room if you could. Don't think about what it would cost, just let your imagination go wild! It might be helpful to write down all the negatives and positives. You don't need to come up with solutions all at once, just be clear about what you like and what you hate about that room.

Visit our showroom and purchase a Room Planner. While you're there, take a look around and see what really speaks to you. Sometimes entire rooms are designed around just one or two special pieces, so don't be afraid to fall in love with something that doesn't seem to fit into your overall scheme. Go with what you love, and the rest will fall into place.

Take your Room Planner home and get to work! Adjust the planner so that it matches the room dimensions. Don't forget to place the windows and doors. Arrange the furniture pieces to mirror how your room is currently set up. Add the current colors, too.

This is where the fun begins! Start changing things around a bit. Move the furniture, add different colors, and watch the room come together. Here's where you can tell if that color really does you see in the showroom enhances or overwhelms your room. What about that overstuffed chair that caught your eye? Place a furniture or accessory inside, and then color it. Does it look great or is it too jarring? Change the color... does that help? Don't forget about the walls. Try different colors to see the effect on the room.

When you're sure you have the right look and feel, take a break. Put the planner away and sleep on your design for a day or two. Then review it again. Does it still look perfect, or is something not quite right? You might need to "live" with the new plan for a few days, especially if you've made big changes. When everything feels just right to you, you're ready for the next big step.

Go with what you love, and the rest will fall into place.

Come back to the store, look again at the pieces you liked during your last visit and see if you still love them. If you're not quite sure, go back to your planner for a few more options. If you're sure, go back to the store one more time to see if anything else catches your eye. Then make your purchases. You're almost there!

NOTE: If you decide to paint your room, do that before your new pieces are delivered. You want to start enjoying your new room as soon as your purchases arrive. After a few weeks, ask yourself whether the room is as great as you thought it would be. Does it inspire the look and feel you were after? You have 30 days to fall in love with our furniture and accessories, or if you are disappointed in any way, you can return unchanged pieces for just a nominal restocking charge.

If you're not only you imagine the right pieces and don't know which way to turn, arrange to meet with one of our designers. This free service is available to all our customers. Something's taking over your plans or obstacles with a professional can really help get you back on track.

Success! Your room is everything you hoped for. How will you enjoy your new room? Have a new paint color or perhaps new window treatments? The Room Planner can be used countless times for any room in the house. And if you're starting your paint or decor or your next makeover project, you'll want to check out the Outdoor Room Planner, too.

To order the Room Planner for just \$29.99 plus shipping and handling, visit our web site at www.wideworldimporters.com or call us at 822-550-0167. The Outdoor Room Planner costs for \$29.99 plus shipping and handling. Both planners are also available in our stores, so be sure to ask about them the next time you visit. We accept all major credit cards.

Page: 1 of 2 Words: 813 55%

Preview and print a document, **page 27**

Display different views of a document, **page 15**

1 Exploring Word 2007

In this chapter, you will learn to:

- ✓ Work in the Word environment.
 - ✓ Open, move around in, and close a document.
 - ✓ Display different views of a document.
 - ✓ Create and save a document.
 - ✓ Preview and print a document.
-

When you use a computer program to create, edit, and produce text documents, you are *word processing*. Microsoft Office Word 2007 is one of the most sophisticated word-processing programs available today. With Word 2007, it is easier than ever to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report. Word includes many *desktop publishing* features that you can use to enhance the appearance of documents so that they are appealing and easy to read. The program has been completely redesigned to make these and other powerful features more accessible. As a result, even novice users will be able to work productively in Word after only a brief introduction.

In this chapter, you will first familiarize yourself with the Word working environment. Then you will open an existing Word document, learn ways of moving around in it, and close it. You will explore various ways of viewing documents so that you know which view to use for different tasks and how to tailor the program window to meet your needs. You will create and save a new document and then save an existing document in a different location. Finally, you will preview and print a document.

See Also [Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.](#)

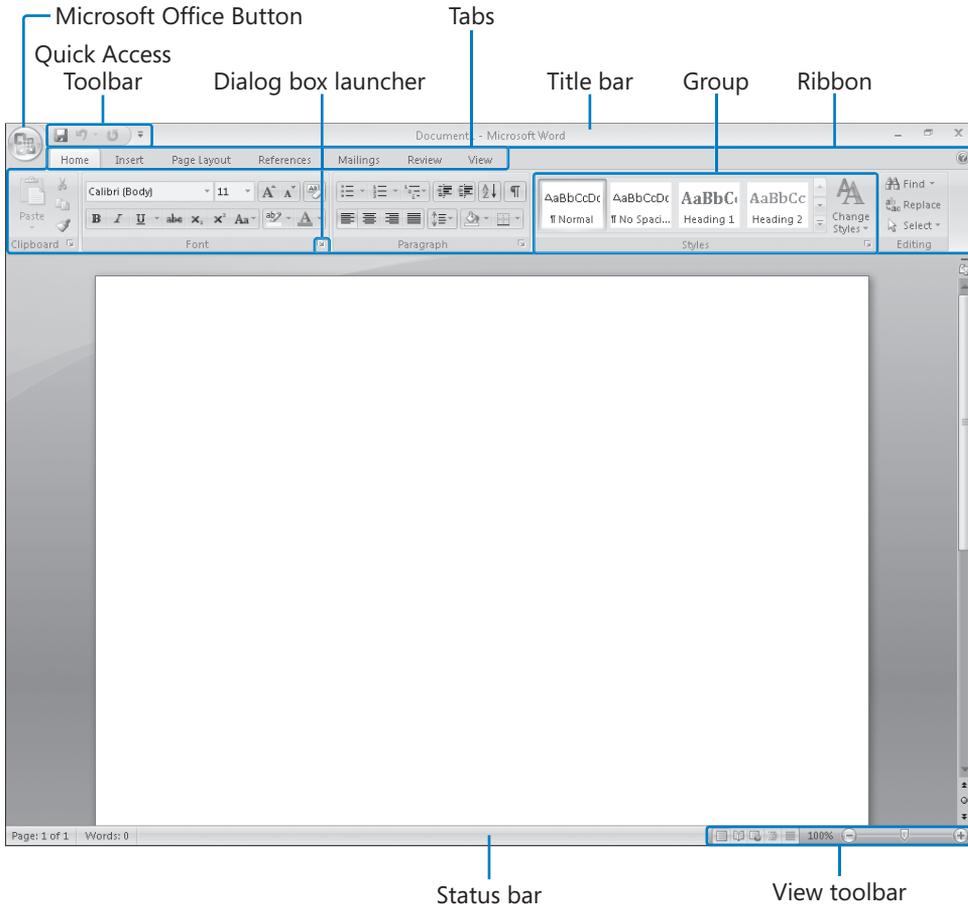


Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Companion CD" at the beginning of this book for more information.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Working in the Word Environment

As with all programs in the 2007 Microsoft Office release, the most common way to start Word is from the Start menu displayed when you click the Start button at the left end of the Windows taskbar. If Word is the first program in the 2007 Office system that you have used, you are in for a surprise! The look of the program window has changed radically from previous versions.



Tip What you see on your screen might not match the graphics in this book exactly. The screens in this book were captured on a monitor set to a resolution of 1024 x 768 pixels with the Windows taskbar hidden to increase the display space.

The new Word environment is designed to more closely reflect the way people generally work with the program. When you first start Word, this environment consists of the following elements:



Microsoft Office
Button

- Commands related to managing Word and Word documents as a whole (rather than document content) are gathered together on a menu that is displayed when you click the **Microsoft Office Button**.
- Commands can be represented as buttons on the **Quick Access Toolbar** to the right of the Microsoft Office Button. By default, this toolbar displays the Save, Undo, and Repeat buttons, but you can customize the toolbar to include any command that you use frequently.

See Also For information about customizing the Quick Access Toolbar, see “Making Favorite Word Commands Easily Accessible” in Chapter 12, “Customizing Word.”

- The **title bar** displays the name of the active document. At the right end of the title bar are the three familiar buttons that have the same function in all Windows programs. You can temporarily hide the Word window by clicking the Minimize button, adjust the size of the window with the Restore Down/Maximize button, and close the active document or exit Word with the Close button.
- Below the title bar is the **Ribbon**, which makes all the capabilities of Word available in one area so that you can work efficiently with the program.
- Commands related to working with document content are represented as buttons on the **tabs** that make up the Ribbon. The Home tab is active by default. Clicking one of the other tabs, such as Insert, displays that tab’s buttons.

Tip If Microsoft Office Outlook with Business Contact Manager is installed on your computer, you will have a Business Tools tab in addition to those shown in our graphics.

- On each tab, buttons are organized into *groups*. Depending on the size of the program window, in some groups the button you are likely to use most often is bigger than the rest.

Tip Depending on your screen resolution and the size of the program window, a tab might not have enough room to display all of its groups. In that case, the name of the group resembles a button, and clicking the button displays the group's commands.



Dialog Box
Launcher

- Related but less common commands are not represented as buttons in the group. Instead they are available in a dialog box, which you can display by clicking the *dialog box launcher* at the right end of the group's title bar.
- Some button names are displayed and some aren't. Pausing the mouse pointer over any button for a few seconds (called *hovering*) displays a *ScreenTip* with not only the button's name but also its function.
- Some buttons have arrows, but not all arrows are alike. If you point to a button and both the button and its arrow are in the same box and are the same color, clicking the button will display options for refining the action of the button. If you point to a button and the button is in one box and its arrow is in a different box with a different shade, clicking the button will carry out that action with the button's current settings. If you want to change those settings, you need to click the arrow to see the available options.



Clicking this type of button always displays a list of options.

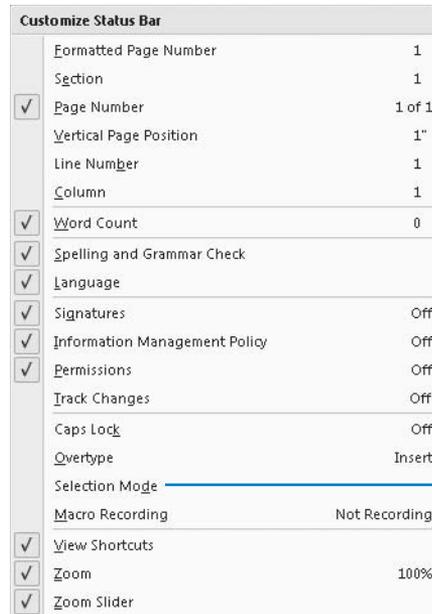


Clicking this type of button carries out the command with the current settings.



Clicking this button's arrow displays a list of options.

- The *Microsoft Office Word Help button* appears at the right end of the Ribbon.
- You create a document in the *document window*. When more than one document is open, each document has its own window.
- Across the bottom of the program window, the *status bar* gives you information about the current document. You can turn on or off the display of an item of information by right-clicking the status bar to display the Customize Status Bar menu, and then clicking that item.



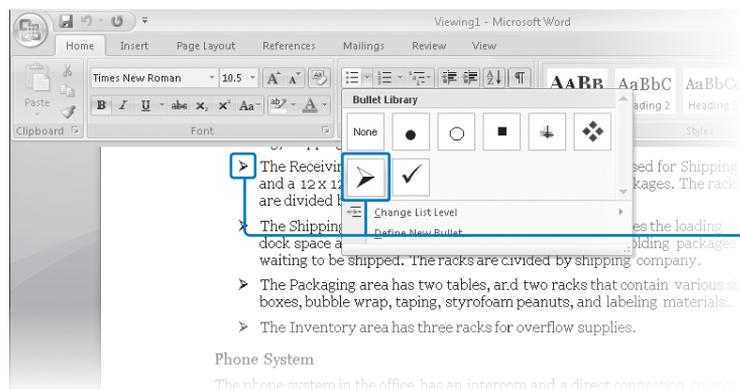
Click this item to display it on the status bar.

- At the right end of the status bar is the *View toolbar*, which provides tools for adjusting the view of document content.

See Also For information about adjusting the view of a document, see “Displaying Different Views of a Document” later in this chapter.

The goal of the redesigned environment is to make working on a document more intuitive. Commands for tasks you perform often are no longer hidden on menus or in dialog boxes, and features that you might not have discovered before are now more visible.

For example, when a formatting option has several choices available, they are often displayed in a *gallery of thumbnails*. These galleries give you an at-a-glance picture of each choice. If you point to a thumbnail in a gallery, an awesome new feature called *Live Preview* shows you what that choice will look like if you apply it to your document.



When you point to a thumbnail, Live Preview shows the effect of that choice on the document.

In this exercise, you will start Word and explore the Microsoft Office Button and the tabs and groups on the Ribbon. Along the way, you will see how to take advantage of galleries and Live Preview. There are no practice files for this exercise.

BE SURE TO start your computer, but don't start Word yet.



Start

1. On the taskbar, click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Office Word 2007**.

The Word program window opens, displaying a blank document.



Microsoft Office Button

2. Click the **Microsoft Office Button**.

Commands related to managing documents (such as creating, saving, and printing) are available from the menu that opens. This menu, which we refer to throughout this book as the *Office menu*, takes the place of the File menu that appeared in previous versions of Word.

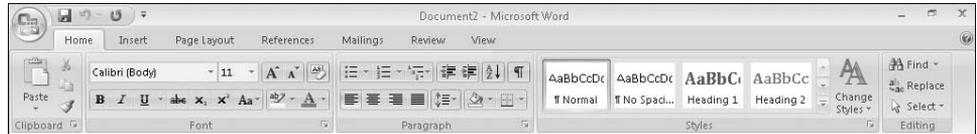


The commands on the left are for tasks related to the document as a whole. After you have worked with a document, its name appears in the Recent Documents list so that you can quickly open it again. At the bottom of the menu are buttons for changing program options and for quitting Word.

See Also For information about changing program options, see “Changing Default Program Options” in Chapter 12, “Customizing Word.”

3. Press the  key to close the menu.

On the Ribbon, the Home tab is active. Buttons related to working with document content are organized on this tab in five groups: Clipboard, Font, Paragraph, Styles, and Editing. Only the buttons representing commands that can be performed on the currently selected document element are active.

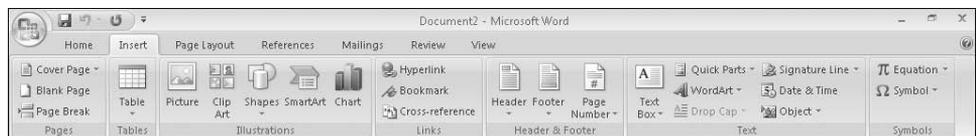


4. Hover the mouse pointer over the active buttons on this tab to display the ScreenTips that name them and describe their functions.

Important Depending on your screen resolution and the size of the program window, you might see more or fewer buttons in each of the groups, or the buttons you see might be represented by larger or smaller icons than those shown in this book. Experiment with the size of the program window to understand the effect on the appearance of the tabs.

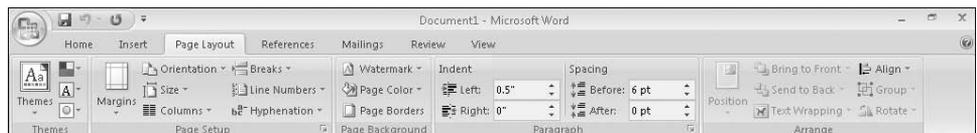
5. Click the **Insert** tab, and then explore its buttons.

Buttons related to all the items you can insert are organized on this tab in seven groups: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.



6. Click the **Page Layout** tab, and then explore its buttons.

Buttons related to the appearance of your document are organized on this tab in five groups: Themes, Page Setup, Page Background, Paragraph, and Arrange.





7. In the **Page Setup** group, display the ScreenTip for the **Margins** button.

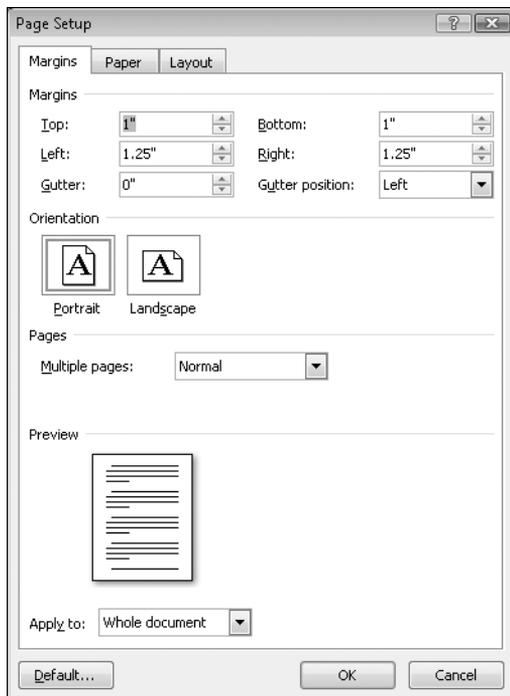
The ScreenTip tells you how you can adjust the margins.



Dialog Box
Launcher

8. At the right end of the **Page Setup** group's title bar, click the **Page Setup** dialog box launcher.

The Page Setup dialog box opens.



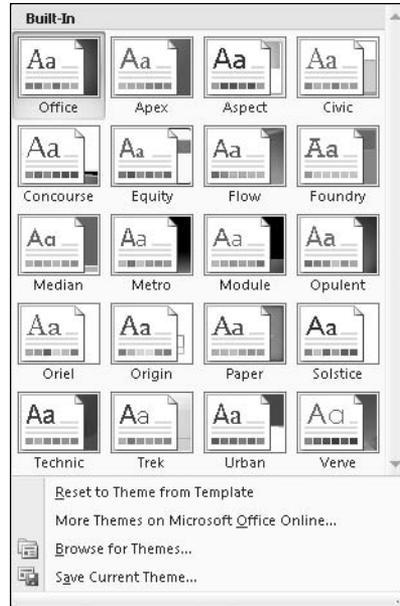
The dialog box provides one location where you can set the margins and orientation, and specify the setup of a multi-page document. You can preview the results of your changes before applying them.

See Also For information about setting up multi-page documents, see "Controlling What Appears on Each Page" in Chapter 4, "Changing the Look of a Document."

9. Click **Cancel** to close the dialog box.
10. In the **Themes** group, click the **Themes** button.



The group expands to display a gallery of the available themes.



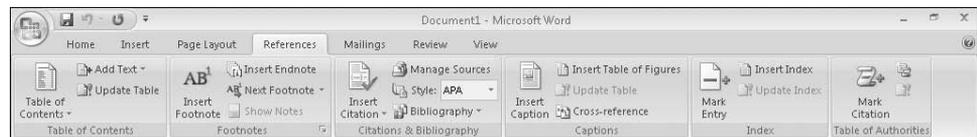
11. Press **Esc** to close the gallery without making a selection.
12. In the **Page Background** group, click the **Page Color** button, and then in the top row of the **Theme Colors** palette, point to each box in turn.



The blank document page shows a live preview of what it will look like if you click the color you are pointing to. You can see the effect of the selection without actually applying it.

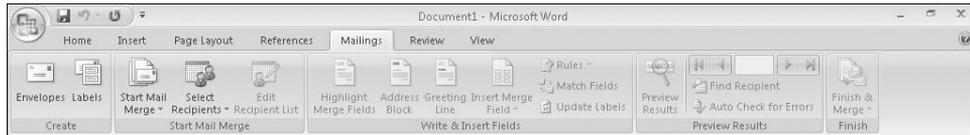
13. Press **Esc** to close the palette without making a selection.
14. Click the **References** tab, and then explore its buttons.

Buttons related to items you can add to long documents, such as reports, are organized on this tab in six groups: Table Of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table Of Authorities.



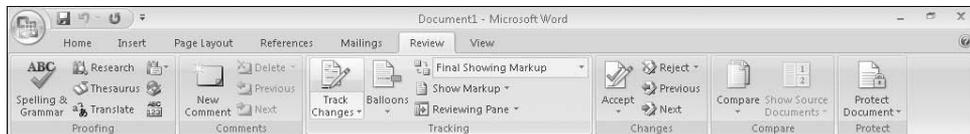
15. Click the **Mailings** tab, and then explore its buttons.

Buttons related to creating mass mailings are organized on this tab in five groups: Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish.



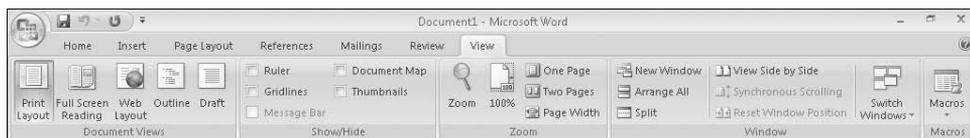
16. Click the **Review** tab, and then explore its buttons.

Buttons related to proofing, commenting, and changing documents are organized on this tab in six groups: Proofing, Comments, Tracking, Changes, Compare, and Protect.



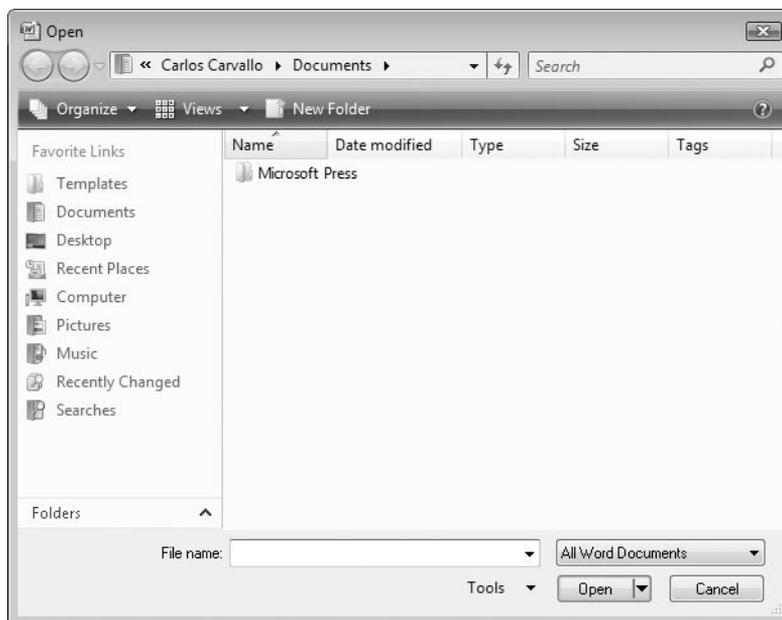
17. Click the **View** tab, and then explore its buttons.

Buttons related to changing the view or the display of documents are organized on this tab in five groups: Document Views, Show/Hide, Zoom, Window, and Macros.



Opening, Moving Around in, and Closing a Document

To open an existing document, you click the Microsoft Office Button and then click Open to display the Open dialog box. The first time you use this command, the dialog box displays the contents of your *Documents* folder. If you display the dialog box again in the same Word session, it displays the contents of whatever folder you last used. To see the contents of a different folder, you use standard Windows techniques. After you locate the file you want to work with, you can double-click it to open it.



Tip Clicking a file name and then clicking the Open arrow in the lower-right corner of the Open dialog box displays a list of alternative ways in which you can open the file. To look through the document without making any inadvertent changes, you can open the file as *read-only*, or you can open an independent copy of the file. You can open an file in a Web browser, or open an XML file with a transform (see Chapter 11). In the event of a computer crash or other similar incident, you can tell Word to open the file and attempt to repair any damage. And you can display earlier versions of the file.

To move around in an open document without changing the location of the insertion point, you can use the vertical and horizontal scroll bars in the following ways:

- Click the scroll arrows to move the document window up or down by a line, or left or right by a few characters.
- Click above or below the vertical scroll box to move up or down one windowful, or to the left or right of the horizontal scroll box to move left or right one windowful.
- Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box. For example, dragging the scroll box to the middle of the scroll bar displays the middle of the document.

You can also move around in a document in ways that do move the insertion point. To place the insertion point at a particular location, you simply click there. To move the insertion point back or forward a page, you can click the Previous Page and Next Page buttons below the vertical scroll bar.

You can also press a key or a *key combination* on the keyboard to move the insertion point. For example, you can press the Home key to move the insertion point to the left end of a line or press Ctrl+Home to move it to the beginning of the document.

Tip The location of the insertion point is displayed on the status bar. By default, the status bar tells you which page the insertion point is on, but you can also display its location by section, line, and column, and in inches from the top of the page. Simply right-click the status bar, and then click the option you want to display.

This table lists ways to use your keyboard to move the insertion point.

To move the insertion point	Press
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	Ctrl+Left Arrow
Right one word	Ctrl+Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	Ctrl+Home
To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down
Up one screen	Page Up
Down one screen	Page Down

In a long document, you might want to move quickly among elements of a certain type; for example, from graphic to graphic. You can click the Select Browse Object button at the bottom of the vertical scroll bar and then make a choice in the palette of browsing options that appears, such as Browse By Page or Browse By Graphic.

If more than one document is open, you can close it by clicking the Close button at the right end of the title bar. If only one document is open, clicking the Close button closes the document and also quits Word. If you want to close the document but leave Word open, you must click the Microsoft Office Button and then click Close.

In this exercise, you will open an existing document and explore various ways of moving around in it. Then you will close the document.

➔ **USE** the *Opening* document. This practice file is located in the *Documents\Microsoft Press\Word2007SBS\ExploringWord* folder.



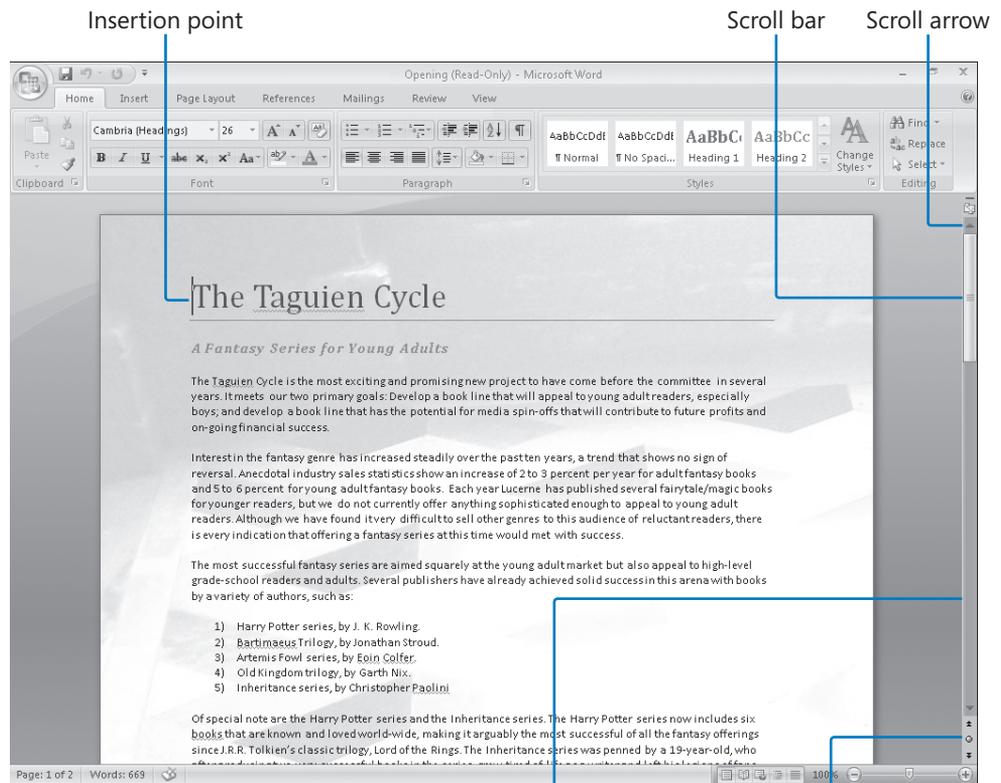
Microsoft Office
Button

1. Click the **Microsoft Office Button**, and then click **Open**.

The Open dialog box opens, showing the contents of the folder you used for your last open or save action.

2. If the contents of the *Documents* folder are not displayed, in the **Navigation Pane**, click **Documents**.
3. Double-click the *Microsoft Press* folder, double-click the *Word2007SBS* folder, and then double-click the *ExploringWord* folder.
4. Click the *Opening* document, and then click the **Open** button.

The *Opening* document opens in the Word program window.



Vertical scroll bar Select Browse Object button

5. In the second line of the document title, click at the end of the paragraph to position the insertion point.
6. Press the  key to move the insertion point to the beginning of the line.
7. Press the  key two times to move the insertion point to the beginning of the word *Fantasy* in the heading.
8. Press the  key to move the insertion point to the end of the line.
9. Press  +  to move the insertion point to the end of the document.
10. Press  +  to move the insertion point to the beginning of the document.
11. At the bottom of the vertical scroll bar, click the **Next Page** button.
12. Click above the vertical scroll box to change the view of the document by one windowful.
13. Drag the vertical scroll box to the top of the vertical scroll bar.



Next Page

The beginning of the document comes into view. Note that the location of the insertion point has not changed—just the view of the document.

14. Click to the left of the title to place the insertion point at the top of the document, and then at the bottom of the vertical scroll bar, click the **Select Browse Object** button.



Select Browse Object

A palette of browse choices opens.



15. Move the pointer over the buttons representing the objects you can browse among. As you point to each button, the name of the object appears at the top of the palette.
16. Click the **Browse by Page** button.
17. Click the **Microsoft Office Button**, and then click **Close**.



Browse by Page

Troubleshooting If you click the Close button at the right end of the title bar instead of clicking the Microsoft Office Button and then clicking Close, you will close the open Word document and exit the Word program. To continue working, start Word again.

Compatibility with Earlier Versions

Word 2007 uses a different file format than previous versions of the program. You can open a document created with previous versions, but the new features of Word 2007 will not be available. The name of the document appears in the title bar with *[Compatibility Mode]* to its right. You can work in Compatibility Mode, or you can convert the document to the Word 2007 file format by clicking the Microsoft Office Button, and clicking Convert. You can then click the Save button on the Quick Access Toolbar to overwrite the existing document, or click Save As on the Office menu to save the document in the new format as a different file.

You cannot open a Word 2007 document in a previous version of Word unless you install the Compatibility Pack for the 2007 Office system, which is available for free download from Microsoft Office Online. After installing the Compatibility Pack, you can open and work with Word 2007 documents, but you cannot open Word 2007 templates.

Displaying Different Views of a Document

In Word, you can view a document in a variety of ways:

- **Print Layout view.** This view displays a document on the screen the way it will look when printed. You can see elements such as margins, page breaks, headers and footers, and watermarks.
- **Full Screen Reading view.** This view displays as much of the content of the document as will fit on the screen at a size that is comfortable for reading. In this view, the Ribbon is replaced by one toolbar at the top of the screen with buttons that you can use to save and print the document, access references and other tools, highlight text, and make comments. You can also move from page to page and adjust the view.
- **Web Layout view.** This view displays a document on the screen the way it will look when viewed in a Web browser. You can see backgrounds, AutoShapes, and other effects. You can also see how text wraps to fit the window and how graphics are positioned.

See Also For information about Web documents, see “Creating and Modifying a Web Document” in Chapter 11, “Creating Documents for Use Outside of Word.”

- **Outline view.** This view displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing its hierarchy.

See Also For information about outlining, see “Reorganizing a Document Outline” in Chapter 2, “Editing and Proofreading Documents.”

- **Draft view.** This view displays the content of a document with a simplified layout so that you can type and edit quickly. You cannot see layout elements such as headers and footers.

You switch among views by using buttons in the Document Views group on the View tab or by using the buttons on the View toolbar in the lower-right corner of the window.



You can use other buttons on the View tab to do the following:

- Display rulers and gridlines to help you position and align elements.
- Display a separate pane containing the **Document Map**—a list of the headings that make up the structure of the document—while viewing and editing its text.
- Display a separate pane containing thumbnails of the document’s pages.
- Arrange and work with windows.
- Change the magnification of the document.

You can also adjust the magnification of the document by using tools on the View toolbar at the right end of the status bar. You can click the Zoom button and then select or type a percentage; drag the slider to the left or right; or click the Zoom Out or Zoom In button at either end of the slider.

When you are creating more complex documents, it is easier to place elements exactly if you turn on the display of non-printing characters. These characters fall into two categories: those that control the layout of your document and those that provide the structure for behind-the-scenes processes such as indexing. You can turn the display of non-printing characters on and off by clicking the Show/Hide ¶ button in the Paragraph group on the Home tab.

Tip You can hide any text by selecting it, clicking the Font dialog box launcher at the right end of the Font group’s title bar on the Home tab, selecting the Hidden check box, and clicking OK. When the Show/Hide ¶ button is turned on, hidden text is visible and is identified in the document by a dotted underline.

In this exercise, you will first explore various ways that you can customize Print Layout view to make the work of developing documents more efficient. You will turn white space on and off, zoom in and out, display the rulers and Document Map, and view non-printing characters and text. Then you will switch to other views, noticing the differences

so that you have an idea of which one is most appropriate for which task. Finally, you will switch between open documents and view documents in more than one window at the same time.

USE the *Viewing1* and *Viewing2* documents. These practice files are located in the *Documents\Microsoft Press\Word2007SBS\ExploringWord* folder.

OPEN the *Viewing1* document.

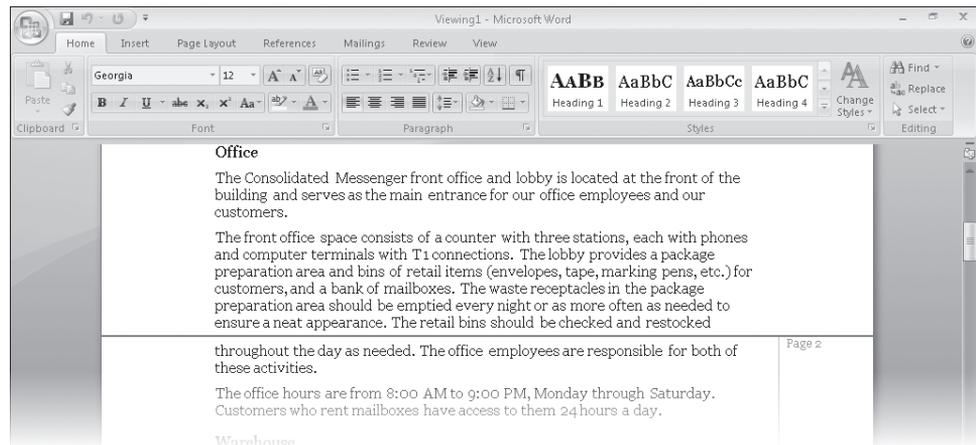
1. In Print Layout view, scroll through the document.

As you can see, on all pages but the first, the printed document will have the title in the header at the top of the page, the page number in the right margin, and the date in the footer at the bottom of each page.

See Also For information about headers and footers, see “Adding Headers and Footers” in Chapter 4, “Changing the Look of a Document.”

2. Point to the gap between any two pages, and when the pointer changes to two opposing arrows, double-click the mouse button. Then scroll through the document again.

The white space at the top and bottom of each page and the gray space between pages is now hidden.

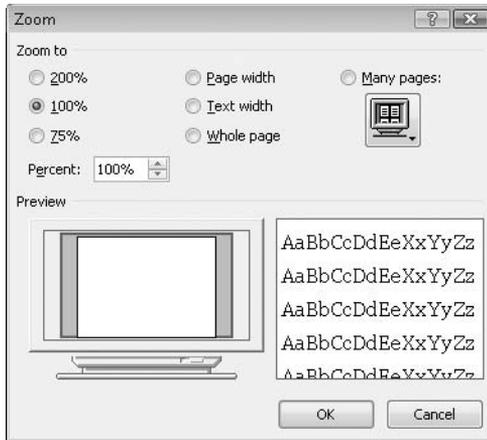


3. Restore the white space by pointing to the black line that separates one page from the next, double-clicking the mouse button.
4. Press **Ctrl** + **Home** to move to the top of the document, and then on the **View** toolbar, click the **Zoom** button.

The Zoom dialog box opens.

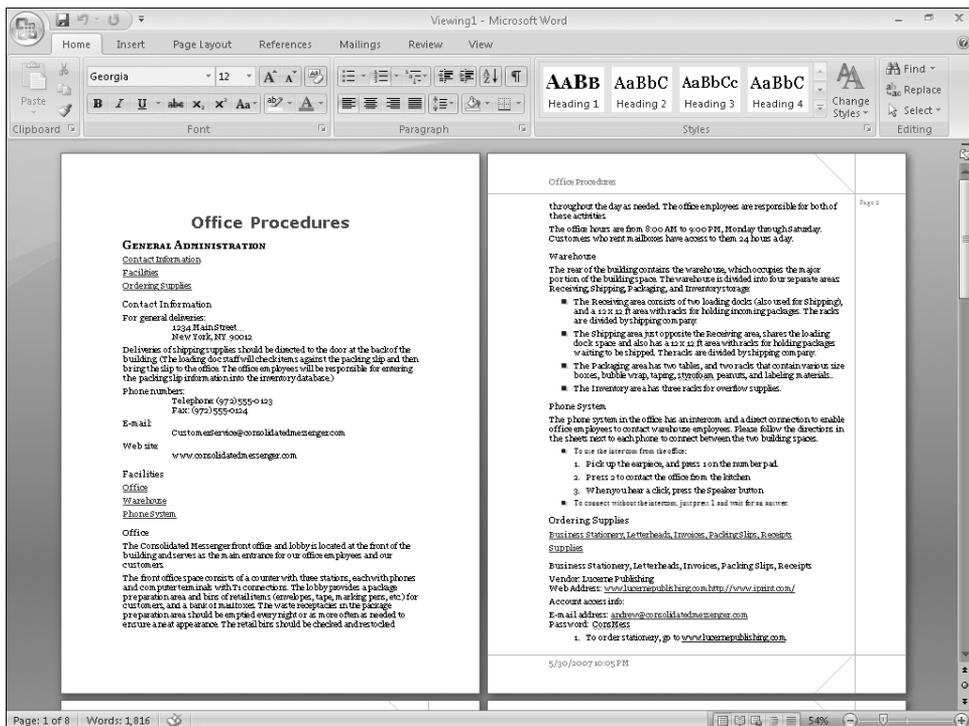
100%

Zoom



5. Under **Many pages**, click the monitor button, click the second page thumbnail in the top row, and then click **OK**.

The magnification changes so that you can see two pages side by side.



6. Below the vertical scroll bar, click the **Next Page** button to display the third and fourth pages of the document.



Next Page

- On the **View** toolbar, click the **Zoom** button. Then in the **Zoom** dialog box, click **75%**, and click **OK**.

Notice that the Zoom slider position is adjusted to reflect the new setting.



Zoom Out

- At the left end of the **Zoom** slider, click the **Zoom Out** button a couple of times.

As you click the button, the slider moves to the left and the Zoom percentage decreases.



Zoom In

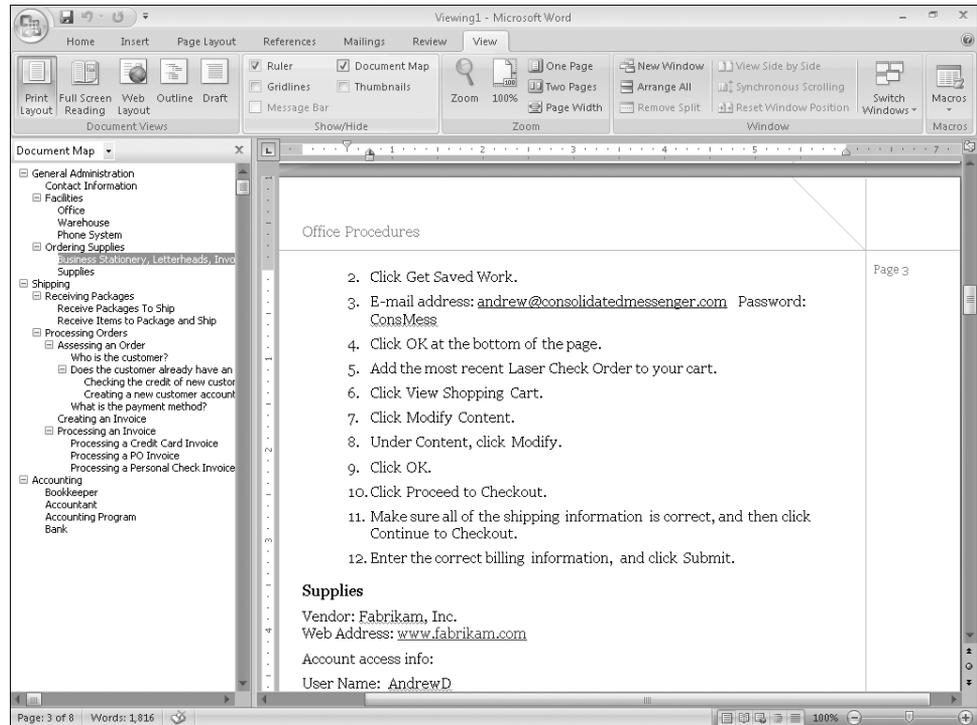
- At the right end of the **Zoom** slider, click the **Zoom In** button until the magnification is 100%.

- On the **View** tab, in the **Show/Hide** group, select the **Ruler** check box.

Horizontal and vertical rulers appear above and to the left of the page. On the rulers, the active area of the page is white and the margins are blue.

- In the **Show/Hide** group, select the **Document Map** check box.

A pane opens on the left side of the screen, displaying an outline of the headings in the document. The first heading on the active page is highlighted.



12. In the **Document Map**, click the **Shipping** heading.

Word displays the page containing the selected heading.

13. In the **Show/Hide** group, click the **Thumbnail** check box, and then scroll the **Thumbnail** pane, and click **Page 5**.



Close

14. In the **Thumbnail** pane, click the **Close** button.

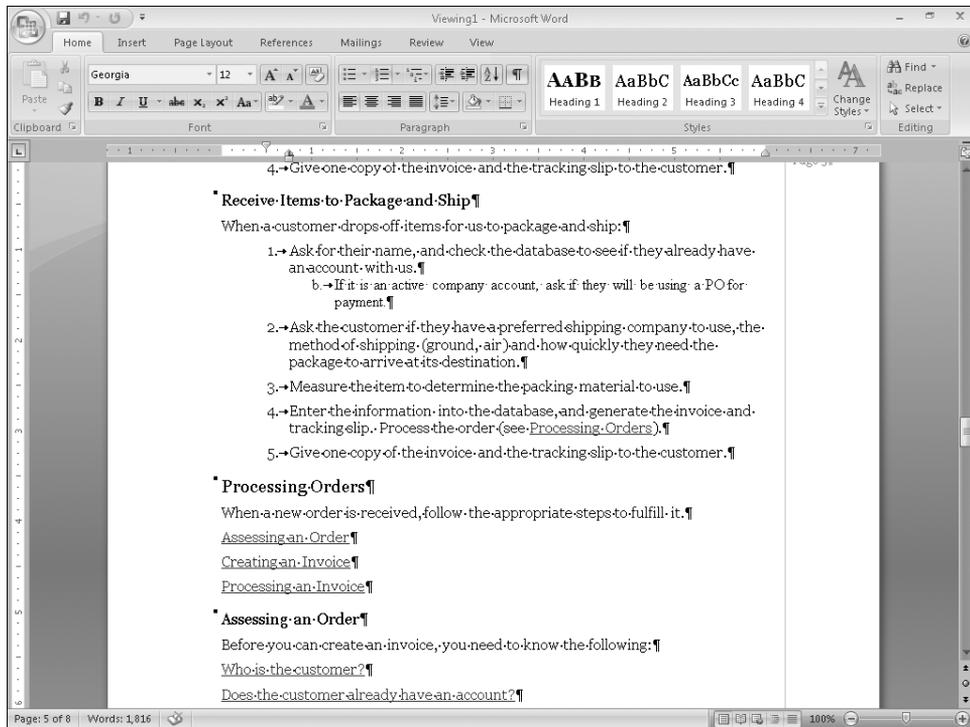
The pane on the left closes.



Show/Hide ¶

15. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.

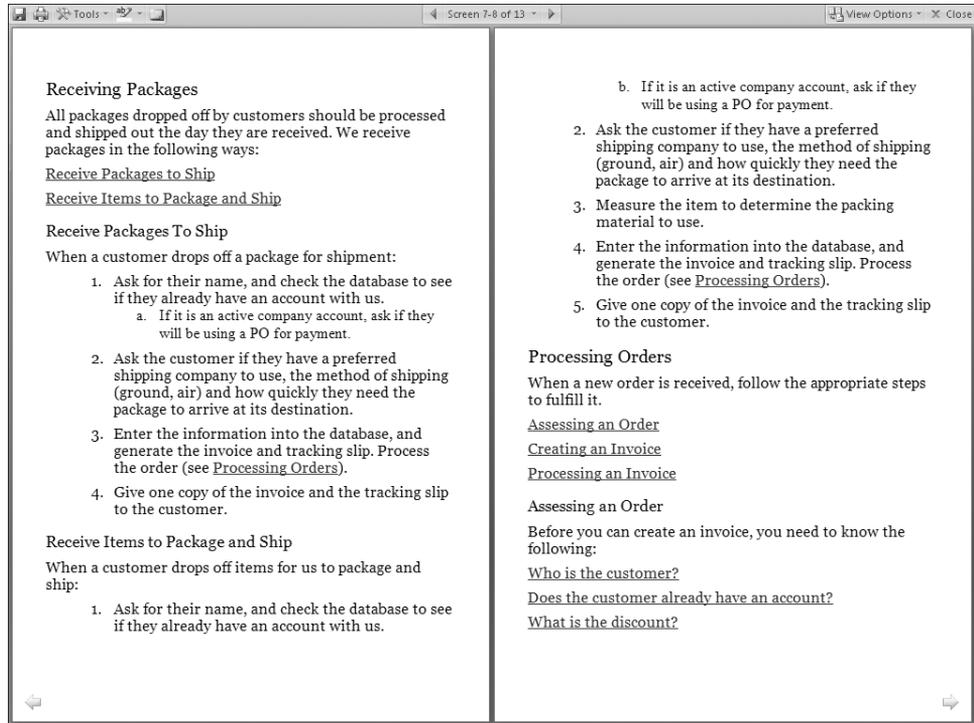
You can now see non-printing characters such as spaces, tabs, and paragraph marks.



16. On the **View** tab, in the **Document Views** group, click the **Full Screen Reading** button.

The screen changes to display the document in a format that makes it easy to read.





Next Screen

- 17.** At the top of the screen, click the **Next Screen** button.

You move to the next two screens of information.



- 18.** Explore the other buttons at the top of the Full Screen Reading view, and then click the **Close** button to return to Print Layout view.



Web Layout

- 19.** Press **Ctrl + Home**. Then on the **View** toolbar, click the **Web Layout** button, and scroll through the document.

In a Web browser, the text column will fill the window and there will be no page breaks.



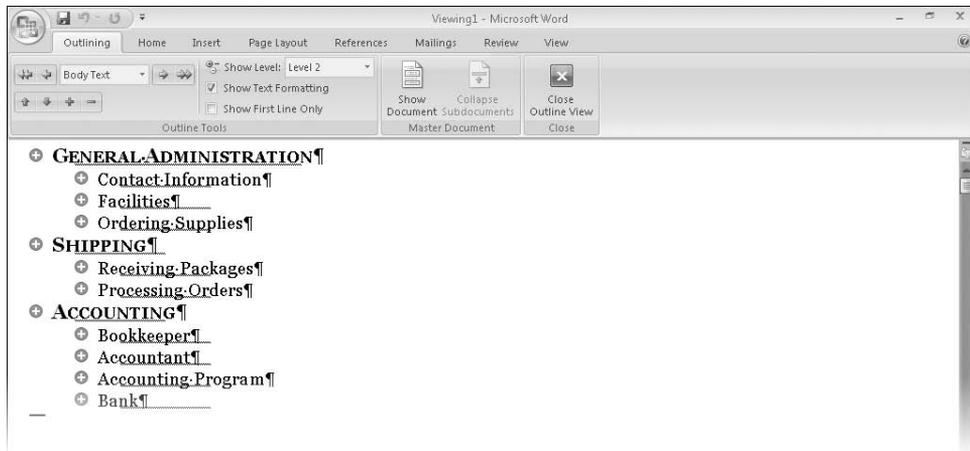
Outline

- 20.** Press **Ctrl + Home**, and then on the **View** toolbar, click the **Outline** button.

The screen changes to show the document's hierarchical structure, and the Outlining tab appears at the left end of the Ribbon.

- 21.** On the **Outlining** tab, in the **Outline Tools** group, click the **Show Level** arrow, and in the list, click **Level 2**.

The document collapses to display only the Level 1 and Level 2 headings.



Draft

22. On the **View** toolbar, click the **Draft** button, and then scroll through the document.

You can see the basic content of the document without any extraneous elements, such as margins and headers and footers. The active area on the ruler indicates the width of the text column, dotted lines indicate page breaks, and scrolling is quick and easy.

23. Click the **Microsoft Office Button**, click **Open**, and then in the **Open** dialog box, double-click *Viewing2*.

The *Viewing2* document opens in Print Layout view in its own document window. Notice that the telephone number in the body of the memo has a dotted underline because it is formatted as hidden.

24. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button to turn it off.

Non-printing characters and hidden text are no longer visible.



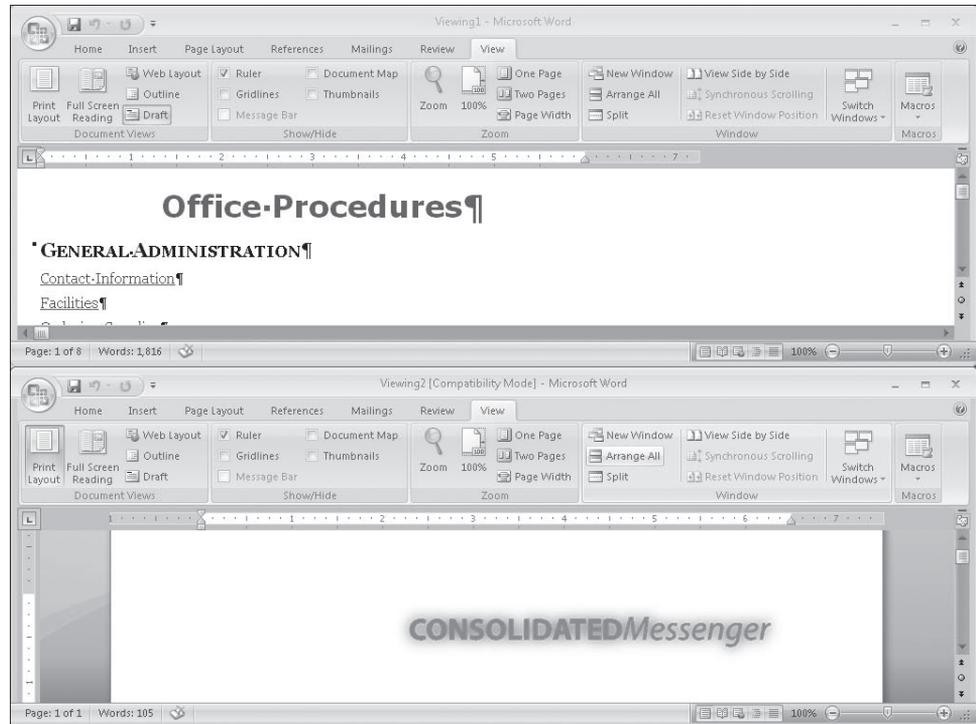
25. On the **View** tab, in the **Window** group, click **Switch Windows**, and then click *Viewing1*.

The other open document is displayed in Draft view, with non-printing characters visible.



26. On the **View** tab, in the **Window** group, click the **Arrange All** button.

The two document windows are sized and stacked one above the other. Each window has a Ribbon, so you can work with each document independently.



Close

27. At the right end of the *Viewing1* window's title bar, click the **Close** button.

Clicking the Close button does not exit Word because more than one document is open.



Maximize

28. At the right end of the *Viewing2* window's title bar, click the **Maximize** button.

The document window expands to fill the screen.

29. On the **View** tab, in the **Show/Hide** group, clear the **Ruler** check box to turn off the rulers.



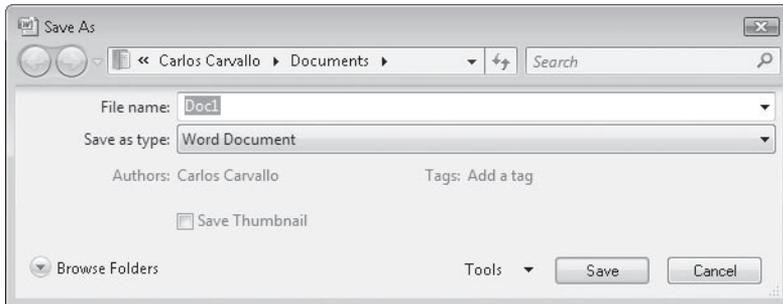
CLOSE the *Viewing2* document.

Creating and Saving a Document

To create a Word document, you simply open a new blank document and type your content. The blinking insertion point shows where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing

moves to the next line. Because of this *word wrap* feature, which is common in word-processing and desktop-publishing programs, you press Enter only to start a new paragraph, not a new line.

Each document you create is temporary unless you save it as a file with a unique name or location. To save a document for the first time, you click the Save button on the Quick Access Toolbar or click the Microsoft Office Button and then click Save. Either action displays the Save As dialog box, where you can assign the name and storage location.



If you want to save the document in a folder other than the one shown in the Address bar, you can click the chevrons to the left of the current folder name and then navigate to the folder you want. You can also click Browse Folders to display the Navigation Pane and a toolbar. If you want to create a new folder in which to store the file, you can click the New Folder button on this toolbar.

After you save a document the first time, you can save changes simply by clicking the Save button. The new version of the document then overwrites the previous version. If you want to keep both the new version and the previous version, click Save As on the Office menu, and then save the new version with a different name in the same location or with the same name in a different location. (You cannot store two files of the same type with the same name in the same folder.)

In this exercise, you will enter text in a new document, and you will save the document in a folder that you create. There are no practice files for this exercise.

BE SURE TO close any open documents before beginning this exercise.



1. Click the **Microsoft Office Button**, click **New**. Then in the **New Document** window, double-click **Blank Document**.

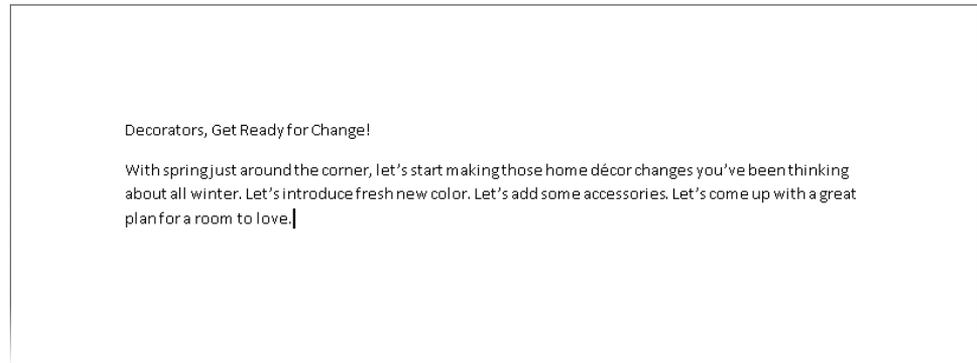
A new document window opens, displaying a blank document in Print Layout view.

2. With the insertion point at the beginning of the new document, type **Decorators, Get Ready for Change!**, and then press .

The text appears in the new document.

3. Type **With spring just around the corner, let's start making those home decor changes you've been thinking about all winter. Let's introduce fresh new color. Let's add some accessories. Let's come up with a great plan for a room to love.**

Notice that you did not need to press Enter when the insertion point reached the right margin because the text wrapped to the next line.



Tip If a red wavy line appears under a word or phrase, Word is flagging a possible error. For now, ignore any errors.

4. Press , and then type **Here at Wide World Importers, we realize that you need to have the right tools to guarantee a successful room makeover. And with that in mind, we are proud to present the latest addition to our line of decorating tools, the Room Planner.**

5. On the **Quick Access Toolbar**, click the **Save** button.

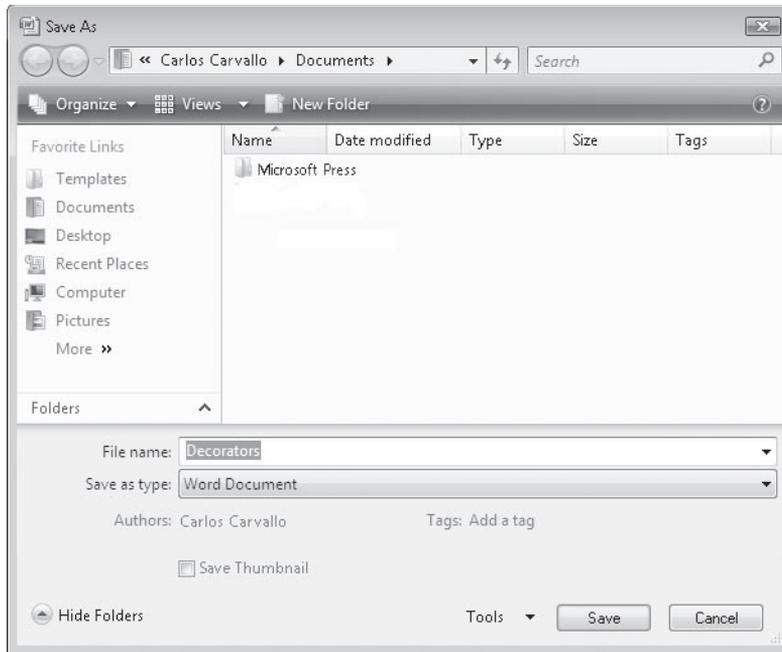
The Save As dialog box opens, displaying the contents of the *Documents* folder. In the File Name box, Word suggests *Decorators*, the first word in the document, as a possible name for this file.

6. In the lower-left corner of the dialog box, click **Browse Folders**.

The dialog box expands to show the Navigation Pane and a toolbar.



Save



7. Double-click *Microsoft Press*, double-click *Word2007SBS*, and double-click *ExploringWord*.
8. On the dialog box's toolbar, click the **New Folder** button, type **My New Documents** as the name of the new folder, and then press . *My New Documents* is now the current folder in the Save As dialog box.
9. In the **File name** box, double-click the existing entry, and then type **My Announcement**.



Troubleshooting Programs that run on the Windows operating systems use file name extensions to identify different types of files. For example, the extension *.docx* identifies Word 2007 documents. Windows Vista does not display these extensions by default, and you shouldn't type them in the Save As dialog box. When you save a file, Word automatically adds whatever extension is associated with the type of file selected in the Save As Type box.

10. Click **Save**.

The Save As dialog box closes, Word saves the *My Announcement* file in the *My New Documents* folder, and the name of the document, *My Announcement*, appears on the program window's title bar.

11. Click the **Microsoft Office Button**, and then click **Save As**.

The Save As dialog box opens, displaying the contents of the *My New Documents* folder.

12. In the Address bar in the **Save As** dialog box, click the chevrons to the left of *My New Documents*, and then in the list, click **ExploringWord**.

The dialog box now displays the contents of the *My New Documents* folder's *parent folder*, *ExploringWord*.

13. Click **Save**.

Word saves the *My Announcement* file in the *ExploringWord* folder. You now have two versions of the document saved with the same name but in different folders.



CLOSE the *My Announcement* file.

Tip By default, Word periodically saves the document you are working on in case the program stops responding or you lose electrical power. To adjust the time interval between saves, click the Microsoft Office Button, click Word Options, click Save in the left pane of the Word Options window, and specify the period of time in the box to the right of the Save AutoRecover Information Every check box. Then click OK.

Previewing and Printing a Document

When you are ready to print a document, you can click the Microsoft Office Button, point to Print, and then click Quick Print. Word then uses your computer's default printer and the settings specified in the Print dialog box. To use a different printer or change the print settings, you click the Microsoft Office Button, and then click Print to open the Print dialog box. You can then specify which printer to use, what to print, and how many copies, and you can make other changes to the settings.

Before you print a document, you almost always want to check how it will look on paper by previewing it. Previewing is essential for multi-page documents but is helpful even for one-page documents. To preview a document, you click the Microsoft Office Button, point to Print, and then click Print Preview. This view shows exactly how each page of the document will look when printed. Word displays a Print Preview tab on the Ribbon to provide tools for checking each page and making adjustments if you don't like what you see.

By using the buttons in the Page Setup group on the Print Preview tab, you can make the following changes:

- Change the margins of the document to fit more or less information on a page or to control where the information appears. You define the size of the top, bottom, left, and right margins by clicking the Margins button and making a selection from the Margins gallery, or by clicking Custom Margins and specifying settings on the Margins tab of the Page Setup dialog box.
- Switch the *orientation* (the direction in which a page is laid out on the paper). The default orientation is *portrait*, in which the page is taller than it is wide. You can set the orientation to *landscape*, in which the page is wider than it is tall, by clicking the Orientation button and selecting that option.

Tip The pages of a document all have the same margins and are oriented the same way unless you divide your document into sections. Then each section can have independent margin and orientation settings.

See Also For more information about sections, see “Controlling What Appears on Each Page” in Chapter 4, “Changing the Look of a Document.”

- Select the paper size you want to use by clicking the Size button and making a selection in the Paper Size gallery.

You can click buttons in other groups to change the printer options, change the view of the document, and change the mouse pointer so that you can edit the text.

In this exercise, you will preview a document, adjust the margins, change the orientation, and select a new printer before sending the document to be printed.



USE the *Printing* document. This practice file is located in the *Documents\Microsoft Press\Word2007SBS\ExploringWord* folder.

BE SURE TO install a printer and turn it on before starting this exercise.

OPEN the *Printing* document.



Microsoft Office
Button

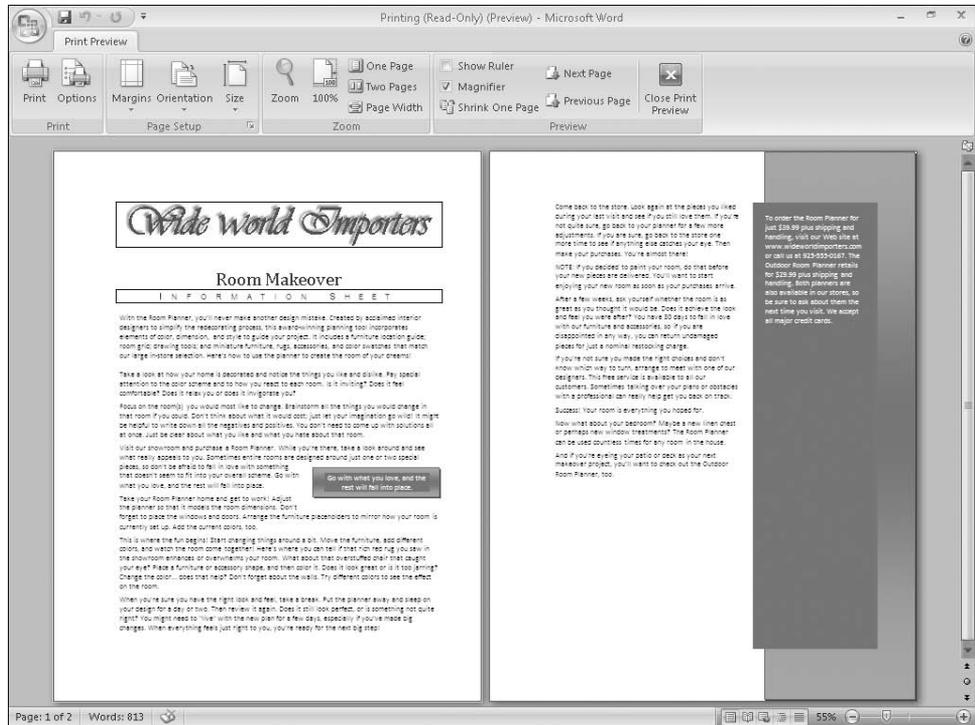
1. Click the **Microsoft Office Button**, point to the **Print** arrow, and then click **Print Preview**.

The window's title bar now indicates that you are viewing a preview of the document, and the Print Preview tab appears on the Ribbon.



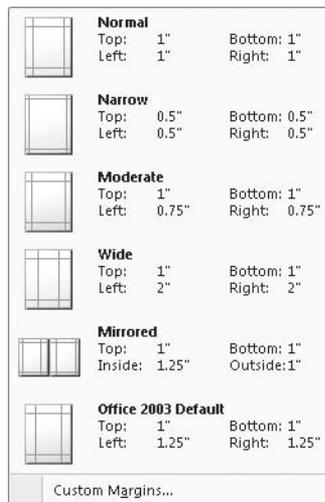
2. On the **Print Preview** tab, in the **Zoom** group, click the **Two Pages** button.

Word displays the two pages of the document side by side.



3. In the Page Setup group, click the Margins button.

The Margins gallery appears.



4. In the gallery, click **Wide**.

The text rewraps within the new margins, and the left end of the status bar indicates that the document now has three pages.



5. In the **Preview** group, click the **Next Page** button to see the last page of the document.



Dialog Box
Launcher

6. Click the **Page Setup** dialog box launcher.

The Page Setup dialog box opens, displaying the Margins tab.

7. In the **Margins** area, replace the value in the **Left** box by typing **1"**. Then replace the value in the **Right** box with **1"**, and click **OK**.

The width of the margins decreases, and the text rewraps to fill two pages.



8. In the **Page Setup** group, click the **Orientation** button, and then click **Landscape**.

The pages of the document are now wider than they are tall.

9. Point to the top of the first page of the document so that the pointer becomes a magnifying glass, and then click.

The first page is magnified. Notice that the Zoom box at the right end of the status bar now displays 100%.

10. Click near the top of the document.

The Zoom percentage changes, and you now see both pages at the same time.



11. In the **Preview** group, click the **Close Print Preview** button.

You don't have to be in Print Preview to change the orientation of a document. You can do it in Print Layout view.

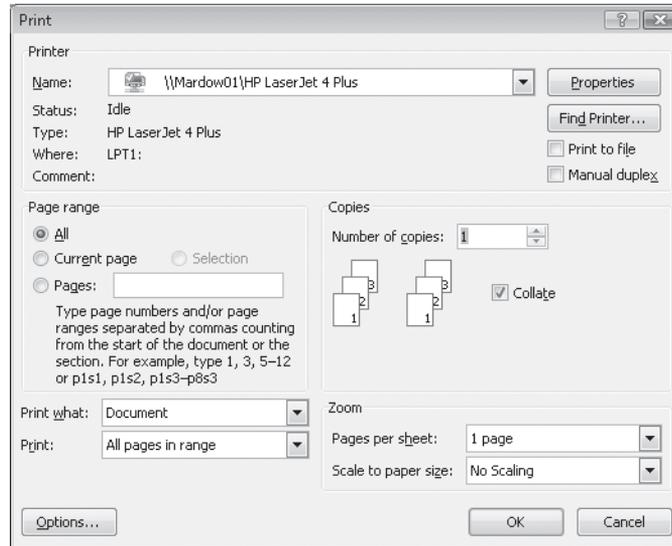
12. On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button, and then click **Portrait**.



13. Click the **Microsoft Office Button**, and then click **Print**.

Tip You can click the Microsoft Office Button, point to Print, and then click Quick Print to print the document without first viewing the settings.

The Print dialog box opens.



14. If you have more than one printer available and you want to switch printers, click the **Name** arrow, and in the list, click the printer you want.
15. In the **Page Range** area, click **Current Page**.
16. In the **Copies** area, change the **Number of copies** setting to **2**, and then click **OK**. Word prints two copies of the first page on the designated printer.



CLOSE the *Printing* document without saving your changes, and if you are not continuing directly on to the next chapter, exit Word.

Key Points

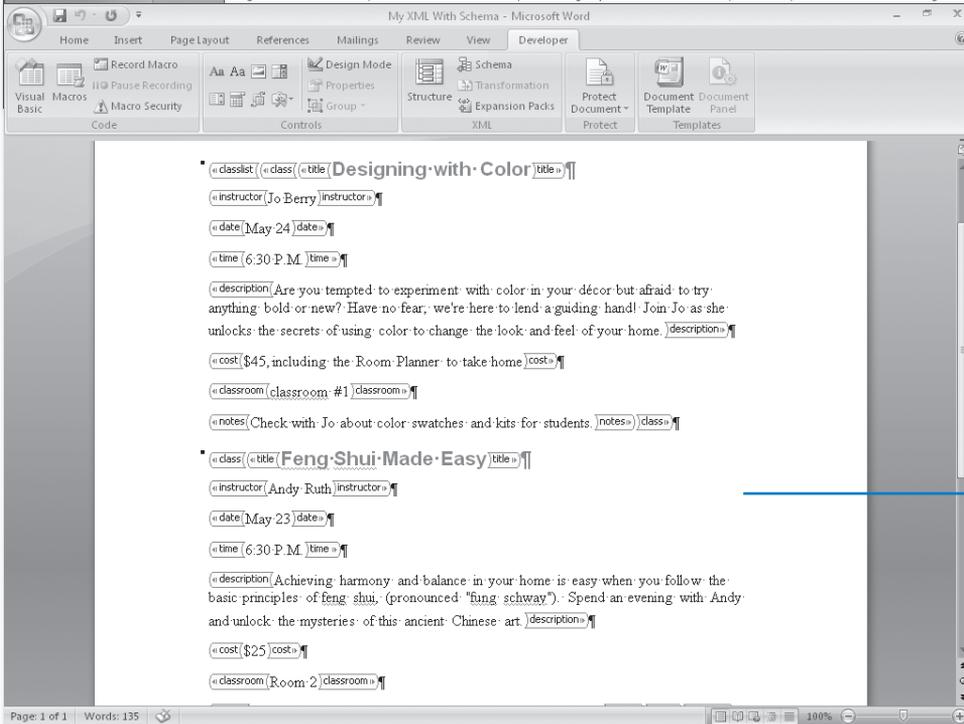
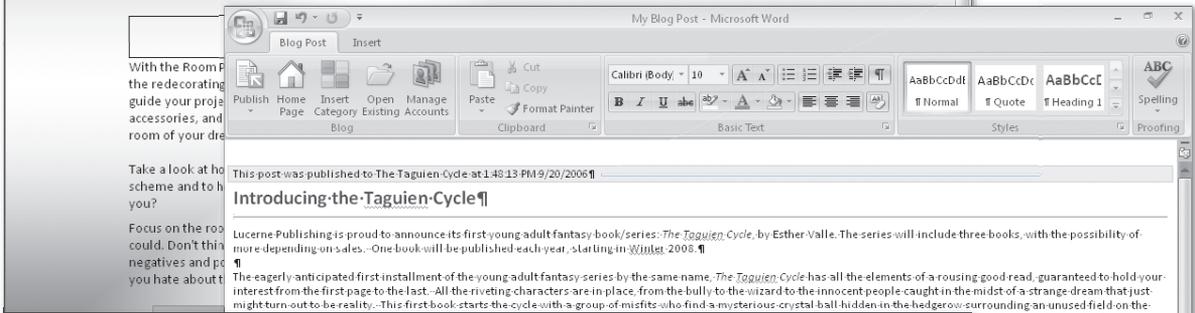
- You can open more than one Word document, and you can view more than one document at a time, but only one document can be active at a time.
- You create Word documents by typing text at the insertion point. It's easy to move the insertion point by clicking in the text or pressing keys and key combinations.
- When you save a Word document, you specify its name, location, and file format in the Save As dialog box.
- You can view a document in a variety of ways, depending on your needs as you create the document and on the purpose for which you are creating it.

Chapter at a Glance



Create and modify a Web document, page 310

Create a blog post, page 314



Create an XML document, page 319

11

Creating Documents for Use Outside of Word

In this chapter, you will learn to:

- ✓ Save a file in a different format.
 - ✓ Create and modify a Web document.
 - ✓ Create a blog post.
 - ✓ Create an XML document.
-

Sometimes you will create a document in Microsoft Office Word 2007 and then want to send it to someone who does not have Word 2007 installed on his or her computer. Word comes with several conversion utilities that you can use to save documents in other *file formats* so that you can distribute documents that your colleagues can read and use no matter what programs they work with.

One way of distributing the information in your documents is by converting them to *Web pages* so that people can read them on the Web. The Web has become a major part of our everyday lives. We use it to shop, check the news, find out how our favorite sports team is doing, and research topics. It's also a great publishing tool if you are trying to reach a broad audience. For example, your organization might want to publish a Web newsletter to provide information while advertising its goods or services. Or you might want to use built-in Word tools to create and post articles to a *blog* (short for *Web log*) about a particular topic.

In addition to converting documents into Web pages, you can convert them into *Extensible Markup Language (XML)* documents. The XML format distinguishes different parts of a document, giving it a structure that enables you to identify and extract

items of information. For example, if you write a training document including procedures whose numbered steps are uniquely identified with a Procedure style, and then convert the document to XML format, all the procedures can be extracted into a different file for a different purpose—perhaps as a frequently asked questions (FAQ) page for your organization’s Web site.

In this chapter, you will first learn about saving documents in other file formats. You will then preview a document in Web Layout view, save the document as a Web page, and make adjustments necessary for optimum presentation on the Web. You will create a blog post, register an existing blog account, and then publish the blog post. Finally, you will save a document as an XML file and view its XML tags, and then attach a schema containing custom tags to it.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.



Important Before you can use the practice files in this chapter, you need to install them from the book’s companion CD to their default location. See “Using the Companion CD” at the beginning of this book for more information.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the “Information for Readers Running Windows XP” section at the beginning of this book.

Saving a File in a Different Format

When you save a Word document, the default file save format is the Microsoft Office Word 2007 .docx format. If you want to be able to use the file with an earlier version of Word or with a different program, you can save it in a different file format.

See Also For information about the .docx format, see the sidebar “The DOCX Format” later in this chapter.

To save a document in a different file format, display the Save As dialog box, and then change the Save As Type setting to the format you want to use. If you want to save a Word document in a format that can be opened by the widest variety of programs, use one of the following formats:

- **Rich Text Format (*.rtf).** Save the document in this format if you want to preserve its formatting.
- **Text Only (*.txt).** Save the document in this format if you want to preserve only its text.

If you want someone to be able to view a document but not change it, you can save the document as a Portable Document Format (PDF) file. In recent years, PDF has become a common standard for distributing information. The text and graphics in a PDF file are essentially static, and because a PDF file breaks a document into discrete pages, it mimics the way information appears on a printed page. Unlike a printed document, however, a PDF file can be sent by e-mail to many recipients, or it can be made available on a Web page for download to anyone who wants it. Using a PDF file can also help guarantee the quality of your document when you print it because it sets exact page breaks, which ensures that the pages are printed as you intended them to be.

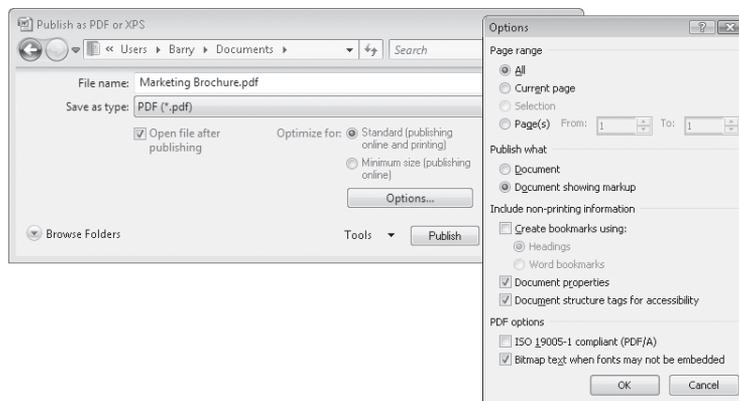
You can open and read PDF files by using a PDF reader such as Adobe Acrobat Reader, which is available as a free download from the Adobe Web site as well as from many Web sites that distribute PDF files. You can create PDF files from Word documents by purchasing the full version of Adobe Acrobat.

Important The PDF file is no longer a Word document, and it cannot be opened, viewed, and edited in Word. To view the document, you must have a PDF reader, such as Adobe Reader (available free from www.adobe.com), installed on your computer.

Saving Files for Electronic Distribution

From the Microsoft Downloads Web site at www.microsoft.com/downloads/, you can install a free add-in that enables you to save Word documents in the more securely distributable Portable Document Format (PDF) and XML Paper Specification (XPS) file formats. (XPS is the reasonably new Microsoft XML-based format for delivering documents as electronic representations of the way they look when printed.)

When saving a Word document as a PDF or XPS file, there are several ways in which you can optimize the document to suit your purposes. You can optimize the file size for your intended distribution method, or click Options to fine-tune the PDF output by selecting only certain pages of the document, including or excluding comments and tracked changes, creating electronic bookmarks, and so on.



To save a document as a PDF or XPS file after installing the Save As PDF Or XPS add-in:

1. Click the **Microsoft Office Button**, point to **Save As**, and then click **PDF or XPS**.
2. In the **Publish as PDF Or XPS** dialog box, browse to the location where you want to save the file (if necessary, click **Browse Folders** to display the **Folders** list). If you want to, enter a new name for the converted document in the **File name** box. (Changing the file name here does not change the name of the original Word document.)
3. In the **Save as type** list, choose **PDF or XPS Document**.
4. If you will be distributing the file online, click **Minimum size (publishing online)**.
5. If you want to make additional changes as discussed above, click **Options**, make the changes you want, and then click **OK**.
6. In the **Publish as PDF or XPS** dialog box, click **Publish**.

Using Add-Ins

Add-ins are utilities that add specialized functionality to a program (but aren't full-fledged programs themselves). There are several sources of add-ins:

- You can purchase add-ins from third-party vendors—for example, you can purchase an add-in that tracks the entire print history of a document.
- You can download free add-ins from the Microsoft Web site or other Web sites.
- When installing a third-party program, you might install an add-in to allow it to interface with a 2007 Microsoft Office system program. For example, you can install an add-in to capture screens from within an Office document.

Important Be careful when downloading add-ins from Web sites other than those you trust. Add-ins are executable files that can easily be used to spread viruses and otherwise wreak havoc on your computer. For this reason, default settings in the Trust Center intervene when you attempt to download or run add-ins.

To use some add-ins, you must first install them on your computer and then load them into your computer's memory, as follows:

1. Click the **Microsoft Office Button**, and then in the lower-right corner, click **Word Options**.
2. In the page list in the left pane of the **Word Options** window, click **Add-Ins**.
3. At the bottom of the page, click the **Manage** arrow, and in the list, click the type of add-in you want to install. Then click **Go**.

A dialog box corresponding to the type of add-in you selected opens. For example, if you select COM Add-Ins, the COM Add-Ins dialog box opens; if you select Templates, the Templates And Add-Ins dialog box opens.

4. In the dialog box, click **Add**.
5. In the **Add** dialog box, navigate to the folder where the add-in you want to install is stored, and double-click its name.

The new add-in appears in the list of those that are available for use.

6. In the **Checked items are currently loaded** list, select the check box of the new add-in, and then click **OK**.

The add-in is now available for use in Word.

To unload an add-in, display the Add-Ins dialog box and clear the add-in's check box to remove the add-in from memory but keep its name in the list. To remove the add-in from the list entirely, click the add-in name, and then click **Remove**.

Creating and Modifying a Web Document

You don't need to be a Web designer to create a Web page. From within Word 2007, you can view a document in Web Layout view, make any necessary adjustments in Word, and then save the document as a Web page, as easily as you would save it in any other format.

When you save a document as a Web page, Word converts the styles and formatting in the document to *Hypertext Markup Language (HTML)* codes, which are called *tags*. These tags tell your Web browser how to display the document. During the conversion, some of the formatting might be changed or ignored because it is not supported by all Web browsers. If that is the case, Word alerts you and gives you the option of stopping the conversion process so that you can make adjustments to the formatting to make it more compatible.

Tip In the Web Options dialog box, you can specify which browsers you anticipate will be used to view your Web pages. You can also have Word disable any features that are incompatible with the specified browsers.

After you save a document as a Web page, it is no longer a Word document. It is saved in HTML format with the *.htm* or *.html* file name extension. However, you can still open, view, and edit the Web page in Word, just as you would a normal document. (You can also open and edit HTML-format Web pages created in other programs.) Making changes can be as basic as replacing text and adjusting alignment, or as advanced as moving and inserting graphics. When you finish modifying the Web page, you can resave it as a Web page, or save it as a regular Word document.

In this exercise, you will check that your computer is optimized for displaying documents as Web pages as they will appear in Microsoft Internet Explorer 6 or later. You will then preview a document in Web Layout view and make any adjustments necessary for this medium. Finally, you will save the document as a Web page, open the Web page in Word to make some modifications, and then save and view your changes.



USE the *Web* document. This practice file is located in the *Documents\Microsoft Press\Word2007SBS\WebDocs* folder.

BE SURE TO install a Web browser on your computer before beginning this exercise. Windows Internet Explorer 7 or later is recommended; the steps might be different for other browsers and versions.

OPEN the *Web* document.



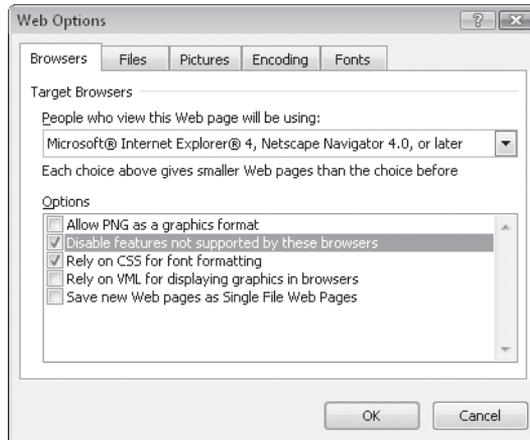
Microsoft Office
Button

1. Click the **Microsoft Office Button**, and then click **Word Options**.

The Word Options window opens.

2. In the page list in the left pane, click **Advanced**. Then at the bottom of the **Advanced** page, in the **General** section, click **Web Options**.

The Web Options dialog box opens.

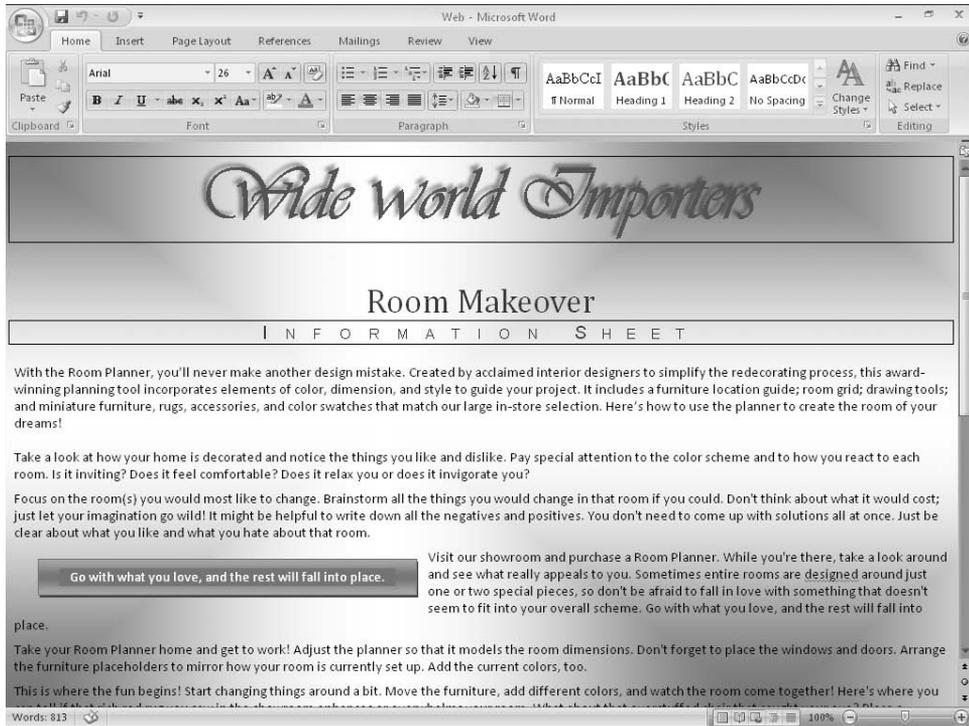


3. On the **Browsers** tab, verify that the **People who view this Web page will be using** option is set to **Microsoft Internet Explorer 6 or later**.
4. Under **Options**, select all five check boxes, and then click **OK** in each of the open dialog boxes.
5. On the status bar at the bottom of the program window, click the **Web Layout** button on the **View** toolbar, and then if the **Zoom** level is not set to **100%**, use the slider to adjust the magnification to that percentage.



Web Layout

Word displays the page as it will appear in your Web browser. As you can see, you need to increase the page margins and adjust the size of the quote box.



6. On the **Home** tab, in the **Editing** group, click the **Select** button, and then in the list, click **Select All**.



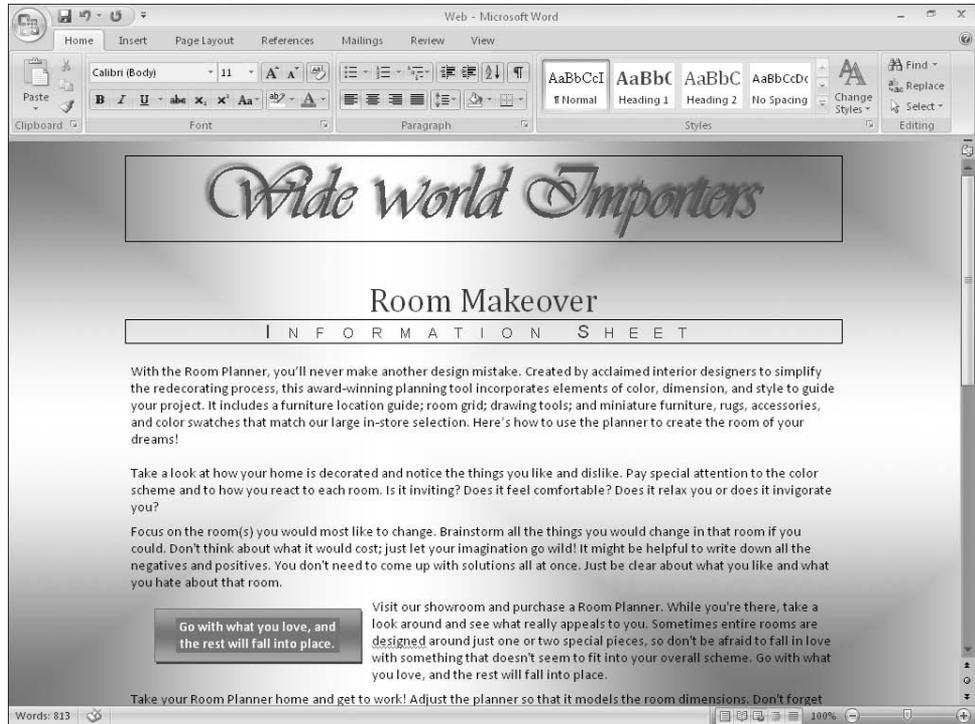
Dialog Box
Launcher

7. With all the text of the document selected, click the **Paragraph** dialog box launcher.
8. In the **Paragraph** dialog box, in the **Indentation** area, change the **Left** and **Right** settings to **1.25"**, and then click **OK**.

The text is now indented from the left and right edges of the window.

9. Click the quote box to select it, drag its middle-right handle to the left until its box is half its original width and the quote wraps to two lines.

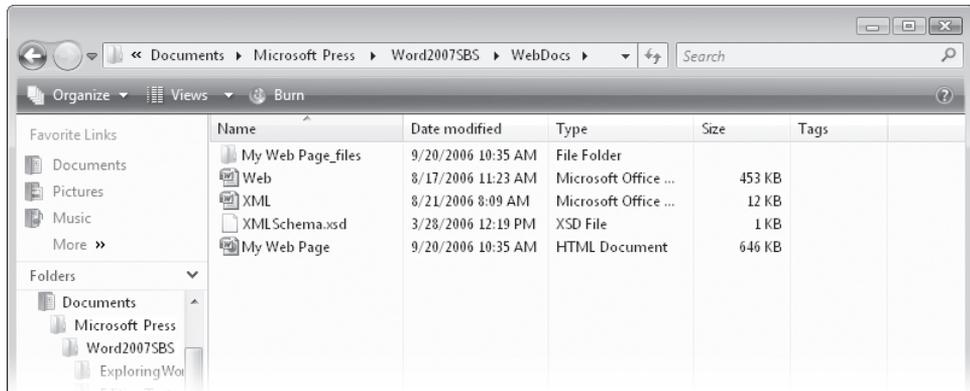
The Web document is now more readable.



10. Click the **Microsoft Office Button**, and then click **Save As**.
11. With the contents of the *WebDocs* folder displayed in the **Save As** dialog box, type **My Web Page** in the **File name** box.
12. Click the **Save as type** arrow, and then in the list, click **Web Page**.
13. Click **Change Title**. Then in the **Set Page Title** dialog box, type **Room Makeover** in the **Page title** box, and click **OK**.
This title will appear in the title bar of the Web browser window.
14. In the **Save As** dialog box, click **Save**.
The Microsoft Office Word Compatibility Checker tells you that the Small Caps effect used for the *Information Sheet* subtitle is not supported by Web browsers and will be changed to all capital letters.
15. In the **Compatibility Checker**, click **Continue**.
Word saves the document as an HTML file called *My Web Page*.
16. Press **Ctrl** + **End** to move to the end of the document, and then type **Looking for free advice? Check our schedule of decorating mini-seminars!**
17. If you want, format the text to make it stand out. Then save the Web page.

18. Click the **Start** button, and in the right pane, click **Documents**. Then in the **Documents** window, navigate to the *Microsoft Press\Word2007SBS\WebDocs* folder.

The *WebDocs* folder contains *My Web Page* and a folder named *My Web Page_files*, which contains supporting files for the Web page.



19. Double-click **My Web Page**.

Your Web browser starts, and the Web page opens. You can scroll to the bottom of the page to see the changes you made to the HTML file in Word.



CLOSE your Web browser, the Documents window, and the *My Web Page* HTML file.

Creating a Blog Post

A blog is a personal Web site. It might be a personal online diary, or it might provide commentary, news, or information about a specific subject, such as a genre of music, a political point of view, a medical condition, or local news. A blog consists of *posts* that can include text, images, and links to related blogs, Web pages, and other media.

Word 2007 makes it easy to create posts that you can upload to your blog. If you have already set up a blog space with a blog service provider, you can register your blog space with Word the first time you create a blog post. If you haven't yet set up the blog space, you will need to register with a service provider before you can publish your first post. Thereafter, Word uses your registered blog account information when you create or publish a post.

Setting Up a Blog Account

To set up a blog, you must first decide which blog service provider you want to use. Many service providers, such as Windows Live Spaces (*spaces.live.com*) and Blogger (*www.blogger.com*), offer blog space free of charge. If your organization is running Microsoft Office SharePoint Server 2007, the site manager can set up a blog space for you.

To open a Windows Live Spaces account and create a blog space:

1. Start your Web browser, and then in the **Address** bar, type <http://spaces.live.com>.
2. On the **Windows Live Spaces** home page, click **Create your space**.
3. On the **Sign in** page, type your Windows Live ID and password, and click **Sign In**.
4. On the **Create your Windows Live Space** page, type a title for your space and the Web address you want, and then click **Check availability**.
5. If Windows Live Spaces reports that the Web address is available, click **Create**; if it is not available, repeat step 4 with another name.
6. On the **You've created your space** page, click **Go to your space**.

You can then enter information about yourself (your profile), give access to friends, and add content directly on your blog's home page. If you want to publish to your blog from Word, you need to first turn on e-mail publishing.

To turn on e-mail publishing:

1. In the upper-right corner of your blog page header, click **Options**.
2. On the left side of the page, in the **Options** pane, click **E-mail publishing**.
3. On the **E-mail Publishing** page, select the **Turn on e-mail publishing** check box, type up to three e-mail addresses you will use to publish blog posts, type a secret word (the password you will use to register your blog account in Word), choose whether to publish e-mail submissions immediately or review them online before publishing, and then click **Save**.

Tip You can register multiple blog accounts, and then choose the account you want to use for each blog post you create.

In this exercise, you will register your existing blog space in Word, create a blog post, publish it to your blog, and then view the published blog post.



USE the *Blog* document. This practice file is located in the *Documents\Microsoft Press\Word2007SBS\WebDocs* folder.

BE SURE TO set up an account with Windows Live Spaces or another blog service provider, and turn on e-mail publishing or the equivalent if necessary, before beginning this exercise.



Microsoft Office
Button

1. Start Word, if it is not already running. Click the **Microsoft Office Button**, and then click **New**.
2. In the **Blank and recent** pane of the **New Document** window, click **New blog post**. Then click **Create**.

Word creates a document and the Register A Blog Account dialog box opens. If you already have a blog account, you can click Register Now, and follow the instructions to register your existing account. If you don't have a blog account, you can click the Office Online link for information about getting an account.

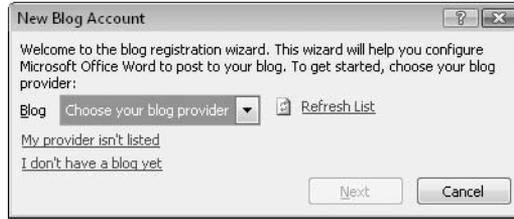


Important It's not essential to have a blog account before creating a blog post. You can click Register Later and skip to step 8. Word will prompt you again to register your account the first time you publish a blog post or the next time you create a blog post.

The following steps are for registering a blog account created on Windows Live Spaces.

3. Click **Register Now**.

The New Blog Account dialog box opens.



4. Click the **Blog** arrow, click **Windows Live Spaces**, and then click **Next**.

The New Windows Live Spaces Account dialog box opens.



5. Enter your space name and secret word, and then click **OK**.

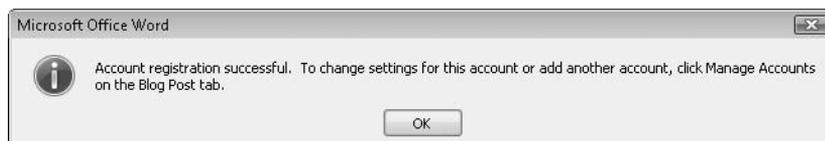
Tip With Windows Live Spaces, your space name is part of your space address. For example, if your space address is *http://lucernepublishing.spaces.live.com/*, the space name is *lucernepublishing*.

The Picture Options dialog box opens.

6. In the **Picture Options** dialog box, verify that **None – Don't upload pictures** is selected in the **Picture provider** box, and then click **OK**.

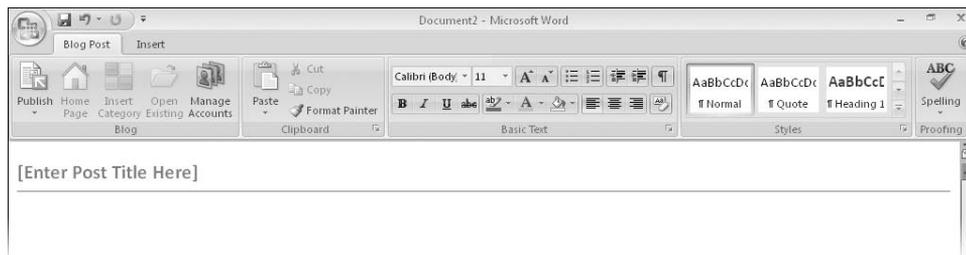
Tip If you want to be able to upload pictures, you can get information about setting up a provider by clicking the links in the Picture Options dialog box.

A message box appears when your account has been successfully registered.



7. In the **Microsoft Office Word** message box, click **OK**.

Word displays a blank blog post with a title placeholder at the top. The Ribbon displays only the **Blog Post** and **Insert** tabs.



8. Click the title placeholder, and type **Introducing the Taguien Cycle**.
9. Click the **Microsoft Office Button**, and click **Open**. Then in the **Open** dialog box, browse to the *Documents\Microsoft Press\Word2007SBS\WebDocs* folder, and double-click the *Blog* document.



Copy

10. Select all the paragraphs below the heading, and on the **Home** tab, in the **Clipboard** group, click the **Copy** button. Then close the *Blog* document.



Paste

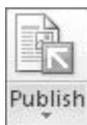
11. In the blog post, click below the line, and then on the **Blog Post** tab, in the **Clipboard** group, click the **Paste** button.

You can use the buttons in the **Basic Text** group on the **Blog Post** tab to format the title and text so that it looks the way you want.



Save

12. On the **Quick Access Toolbar**, click the **Save** button.
13. With the contents of the *WebDocs* folder displayed in the **Save As** dialog box, type **My Blog Post** in the **File name** box, and then click **Save**.



Publish

14. On the **Blog Post** tab, in the **Blog** group, click the **Publish** arrow, and then in the list, click **Publish as Draft**.

15. If the **Connect to Your Space** dialog box opens, enter your space name and secret word, and then click **OK**.

A message appears when the blog post has been published to your blog.

This post was published to The Taguien Cycle at 1:48:13 PM 9/20/2006

Introducing the Taguien Cycle

Lucerne Publishing is proud to announce its first young adult fantasy book/series: *The Taguien Cycle*, by Esther Valle. The series will include three books, with the possibility of more depending on sales. One book will be published each year, starting in *Winter 2008*.

The eagerly anticipated first installment of the young adult fantasy series by the same name, *The Taguien Cycle* has all the elements of a rousing good read, guaranteed to hold your interest from the first page to the last. All the riveting characters are in place, from the bully to the wizard to the innocent people caught in the midst of a strange dream that just might turn out to be reality. This first book starts the cycle with a group of misfits who find a mysterious crystal ball hidden in the hedgerow surrounding an unused field on the outskirts of their village. After they accidentally unlock the power of the crystal, their lives will never be the same again, as they become lost in a world where the battle of good versus evil rages.

Reading Level: ages 12 and up
 Author: Esther Valle
 Hardcover Price: \$24.99
 Availability: October 2008



- 16.** In the **Blog** group, click the **Home Page** button.

Your default Web browser opens, displaying the home page of your registered blog space.

- 17.** At the right end of the toolbar, click **Edit your space**, scroll to the bottom of the page, and under **Recent Entries**, click **Introducing the Taguien Cycle**.

Word displays the draft of the blog post. You can edit the post in your Windows Live Spaces blog just as you would edit it in Word, and you can make formatting changes such as changing the font, size, color, or paragraph alignment.

- 18.** After making any necessary changes, click the **Publish Entry** button.

Word publishes the post to your blog.



CLOSE the *My Blog Post* document.

Creating an XML Document

As we mentioned earlier, basic Web pages are coded in HTML so that they can be displayed in a Web browser. HTML is a small, fixed subset of *Standard Generalized Markup Language (SGML)*, a comprehensive system for coding the structure of text documents and other forms of data so that they can be used in a variety of environments. *Extensible Markup Language (XML)* is another subset of SGML. However, instead of being fixed like HTML, XML can be customized (extended) to store data so that it can be used in many ways in many environments—for example, as text, in a database or spreadsheet, or as a Web page.

Creating sophisticated, multi-purpose XML files can involve highly technical processes that are designed by experienced systems analysts and application developers. However, with Word 2007, anyone can participate in these processes by creating a Word document and then saving it as an XML file. During conversion, Word tags the file based on its styles and other formatting and saves it with an *.xml* extension.

You can open and edit an XML file in Word, in the same way you can an HTML file. You can also open it in an XML editor such as XMetaL, or as a plain text file in a text editor such as Notepad.

If you want more control over the tagging of a document, you can attach an **XML schema** to it. The schema is an additional file that describes the structure allowed in the document, including the names of structural elements and what elements can contain what other elements. For example, a book might be divided into parts that can each contain chapters, which in turn can contain topics, which in turn can contain a heading, paragraphs, numbered and bulleted lists, tables, and other elements. The schema might also define formatting attributes that you can apply to text within specified elements. Word uses the schema to validate the document content and prompts you when content has been incorrectly tagged. Generally, companies employ a specialist with in-depth knowledge of XML to create custom schemas, but anyone can use an existing schema to tag a Word document and save it as an XML file.

In this exercise, you will first save a document in XML format. Then you will attach a schema to a document, tag document elements to create valid structure, and save that file as an XML file.



USE the *XML* document and the *XMLSchema* document schema. These practice files are located in the *Documents\Microsoft Press\Word2007SBS\WebDocs* folder.

OPEN the *XML* document.



Microsoft Office
Button

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **Save As** dialog box, type **My XML** in the **File name** box, click **Word XML Document** in the **Save as type** list, and then click **Save**.

Nothing appears to change, except that the title bar now displays *My XML*.

3. Close the document.



Start

- Click the **Start** button, click **Documents**, and then in the **Documents** window, navigate to the *Microsoft Press\Word2007SBS\WebDocs* folder.
- Right-click the **My XML** file, point to **Open With**, and then click **Notepad**.

The Notepad plain text editor opens, displaying the contents of the XML file.

```

My XML - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<?mso-application progid="word.Document"?>
<pkg:package xmlns:pkg="http://schemas.microsoft.com/office/2006/xmlPackage"><pkg:part pkg:
kage.relationships+xml" pkg:padding="256"><pkg:xmlData><relationships xmlns="http://schemas
emas.openxmlformats.org/markup-compatibility/2006" xmlns:o="urn:schemas-microsoft-com:offic
p"><w:pPr><w:spacing w:after="120"/></w:pPr><w:r w:rsidR="006B1EEE"><w:t>6:30 P.M.</w:t
meColor="accent2"/></w:rPr></w:pPr><w:proofErr w:type="spellstart"/><w:r w:rsidR="006B1EEE"
:r><w:p><w:sp><w:spacing w:after="120"/></w:pPr><w:r w:rsidR="006B1EEE"><w:t xml:spa
EEE"><w:t>$25</w:t></w:r></w:p><w:pPr><w:spacing w:after="120"/></w:pPr><w:r w:rsidR="
al="C0504D"/></a:accent2><a:accent3><a:srgbClr val="9BBB59"/></a:accent3><a:accnt4><a:srgb
/><a:font script="Cher" typeface="Plantagenet Cherokee"/><a:font script="Yiji" typeface="Mi
ce="Arial"/><a:font script="Thai" typeface="Cordia New"/><a:font script="Ethi" typeface="Ny
oseof Ulgur"/></a:minorFont></a:fontScheme><a:fmtsScheme name="office"><a:fillStyleLst><a:s
0" cap="rnd" cmpd="sng" align="ctr"><a:solidFill><a:schemeClr val="phClr"><a:shade val="9500
cene3d><a:camera prst="orthographicFront" fov="0"><a:rot lat="0" lon="0" rev="0"/></a:camer
/><a:gsLst><a:path path="circle"><a:fillToRect l="100000" t="100000" r="100000" b="100000"/>
w:val="doNotCompress"/><w:compat/><w:rsids><w:rsidRoot w:val="00B81550"/><w:rsid w:val="000
ccent5" w:accent6="accent6" w:hyperlink="hyperlink" w:followedHyperlink="FollowedHyperlink"
harset w:val="00"/><w:family w:val="swiss"/><w:pitch w:val="variable"/><w:sig w:usb0="E0002
:xmlData"></pkg:part><pkg:part pkg:name="/word/webSettings.xml" pkg:contentType="application
ingPairs><vt:vector size="2" baseType="variant"><vt:variant><vt:lpstr>Title</vt:lpstr><vt:
S" w:eastAsia="en-US" w:bidI="ar-SA"/></w:rPr></w:rPrDefault><w:rPrDefault/></w:docDefaults
Hidden="1" w:unhideWhenUsed="1" w:qFormat="1"/><w:lsdException w:name="toc 2" w:semiHidden=
ption w:name="Placeholder Text" w:semiHidden="1" w:uiPriority="99"/><w:lsdException w:name=
ion w:name="Light List Accent 1" w:uiPriority="61"/><w:lsdException w:name="Light Grid Ac
ame="Colorful List Accent 1" w:uiPriority="72"/><w:lsdException w:name="Colorful Grid Accen
cent 2" w:uiPriority="73"/><w:lsdException w:name="Light Shading Accent 3" w:uiPriority="6
y="60"/><w:lsdException w:name="Light List Accent 4" w:uiPriority="61"/><w:lsdException w:n
w:name="Light Grid Accent 5" w:uiPriority="62"/><w:lsdException w:name="Medium Shading 1 Ac
1 Accent 6" w:uiPriority="63"/><w:lsdException w:name="Medium Shading 2 Accent 6" w:uiPrior
e="Book Title" w:uiPriority="33" w:qFormat="1"/><w:lsdException w:name="Bibliography" w:sem
Table"/><w:uiPriority w:val="99"/><w:semiHidden/><w:unhideWhenUsed/><w:qFormat/><w:tblPr><w
r="accent1"/></w:pBdr><w:spacing w:after="300"/><w:contextualSpacing/></w:pPr><w:rPr><w:rFo
ng="256"><pkg:xmlData><cp:coreProperties xmlns:cp="http://schemas.openxmlformats.org/packag
05-2E9C-101B-9397-08002B2CF9AE" pid="2" name="AdHocReviewCycleID"><vt:i4>-1753155429</vt:

```

This “simple” method of creating XML files turns out to be not so simple after all! Hundreds of tags enclosed in greater than (>) and less than (<) signs make it possible for this plain text document to be displayed exactly as it appears in Word.

- Close the Notepad window, and then in the **WebDocs** window, double-click the **XML** document to reopen it in Word.
- Click the **Microsoft Office Button**, and click **Word Options**. Then on the **Popular** page of the **Word Options** window, under **Top options for working with Word**, select the **Show Developer** tab in the **Ribbon** check box, and click **OK**.

The Developer tab appears on the Ribbon.

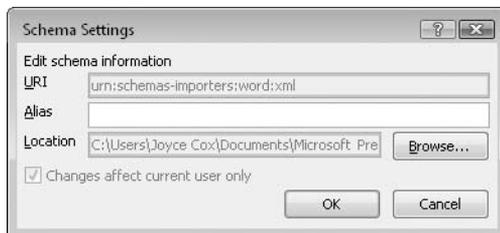


8. On the **Developer** tab, in the **XML** group, click the **Schema** button.
The **Templates And Add-Ins** dialog box opens.

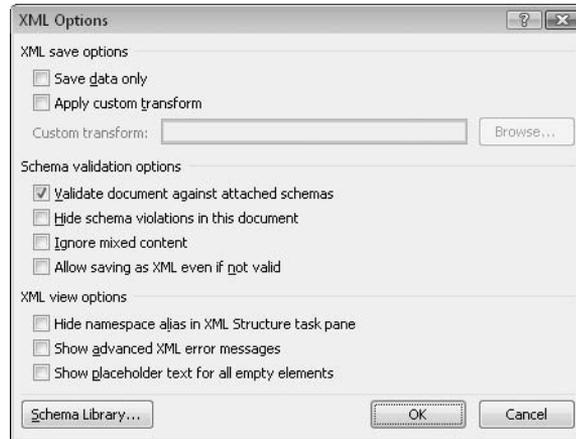


9. On the **XML Schema** tab of the dialog box, click **Add Schema**.
10. In the **Add Schema** dialog box, navigate to the *Documents\Microsoft Press\Word2007SBS\WebDocs* folder, and then double-click *XMLSchema*.

The **Schema Settings** dialog box opens.



11. In the **Alias** box, type **XMLSchema**, and then click **OK**.
Word adds the schema to the list of available schemas and attaches it to the document.
12. In the **Templates and Add-ins** dialog box, click **XML Options**.
The **XML Options** dialog box opens.



13. In the **Schema validation options** area, verify that the **Validate document against attached schemas** check box is selected and the **Hide schema violations in this document** check box is cleared.
14. In the **XML view options** area, verify that the **Hide namespace alias in XML Structure task pane** check box is cleared, and then select the **Show advanced XML error messages** check box.
15. Click **OK** to close the **XML Options** dialog box, and then close the **Templates and Add-ins** dialog box.

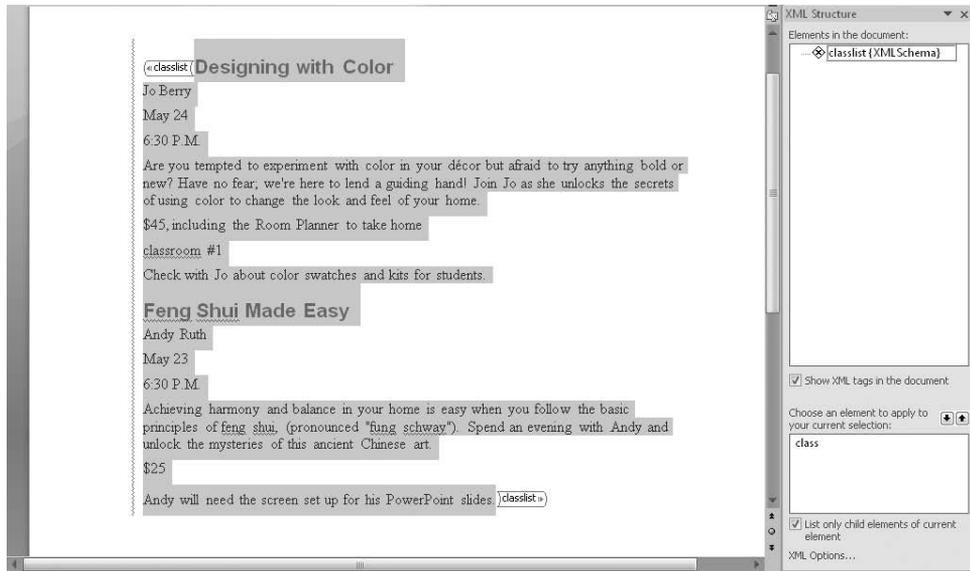
The XML Structure task pane opens.

16. In the **XML Structure** task pane, verify that the **Show XML tags in the document** check box is selected.

Tip When you don't need to see XML tags in a document, you can hide them by clearing the Show XML Tags In The Document check box.

17. Click anywhere in the document window. Then at the bottom of the **XML Structure** task pane, in the **Choose an element to apply to your current selection** list, click **classlist {XMLSchema}**.
18. In the message box asking how you want to apply the selected element, click **Apply to Entire Document**.

Word selects all the text in the document, adds an opening XML tag and a closing XML tag at either end of the document to indicate that the entire document is now a classlist element, and lists the element in the Elements In The Document box in the XML Structure task pane.



19. Select all the text from *Designing with Color* down through *Check with Jo about color swatches and kits for students*. Then in the **Choose an element to apply to your current selection** box, click **class**.

Word tags the selection as a class element. All the information between the two class tags belongs to one particular class.

Tip By default, the List Only Child Elements Of Current Element check box is selected. This simplifies the list of elements by showing only the ones that are valid in the current location. If you want to see a complete list of elements allowed in this schema, clear this check box. Invalid elements are then flagged with a slash inside a circle (the "not allowed" symbol).

20. Select the *Designing with Color* heading, and tag it as **title**. Then select each of the next six paragraphs one at a time, and tag them in turn as **instructor**, **date**, **time**, **description**, **cost**, and **classroom**.

Tip It is helpful to have non-printing characters displayed when you are selecting paragraphs for tagging.

As you tag each element, it appears in the Elements In The Document box. An X next to the classlist and class elements indicates that the structure is not valid according to the schema rules, and three dots under the classroom element and at the end of the class element tell you that an element is missing.

21. Point to the **X** beside *class*.

A ScreenTip tells you that untagged text is not allowed in the class element; all text must be enclosed in valid start and end element tags.

22. Select the sentence that begins *Check with Jo* (the only remaining untagged text in the class element). Then in the **Choose an element to apply to your current selection** list, click **notes**.

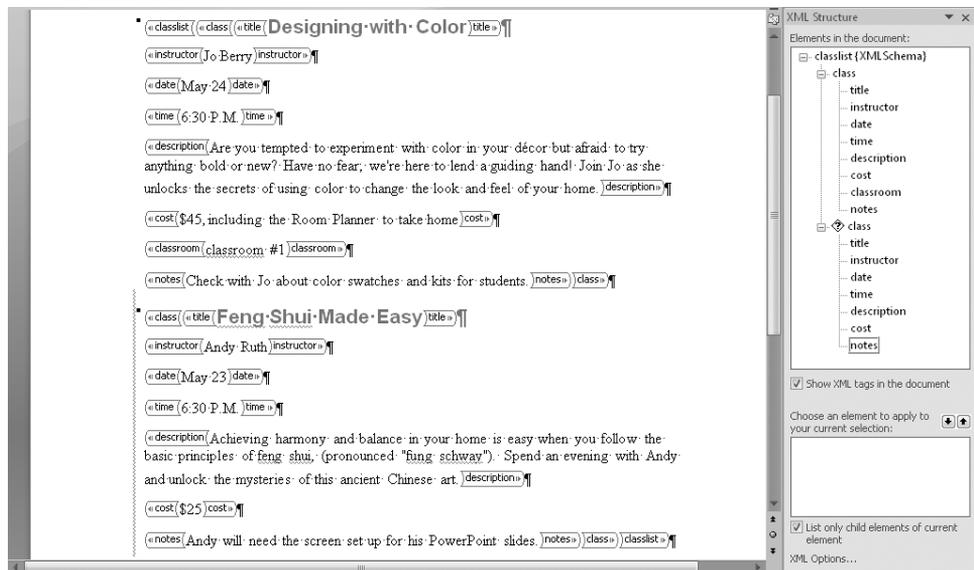
Word tags the element, and the X next to *class* disappears.

23. Select all the text from *Feng Shui Made Easy* down to *Andy will need the screen set up for his PowerPoint slides*. In the **Choose an element to apply to your current selection** box, click **class**.

Word tags the element and the X next to *classlist* disappears.

24. Select each of the paragraphs in this class in turn, and tag them as **title**, **instructor**, **date**, **time**, **description**, **cost**, and **notes**.

In the Elements In The Document box, a question mark appears next to the second class element, and a wavy purple line appears in the left margin of the document to show you the section with invalid structure.



25. Point to the question mark.

Word tells you that according to the rules laid out by the schema, the class element is incomplete.

26. In the *Feng Shui Made Easy* class in the document, click to the right of the **cost** end tag, press the  key, type **Room 2**, select the text, and tag it as **classroom**.

The document's structure is now fully valid, and you're ready to save the document as an XML file.

Troubleshooting If the Allow Saving As XML Even If Not Valid check box is cleared in the XML Options dialog box, Word will not allow you to save a document as XML unless the structure is valid. If Word tells you that it cannot save your document as XML because its structure violates the rules set by the schema, you have three choices: save the file as a Word document; click Cancel and change the option in the XML Options dialog box; or click Cancel and go back to the Elements In The Document box of the XML Structure task pane to correct the structure of marked elements.

27. Click the **Microsoft Office Button**, click **Save As**, name the file **My XML With Schema**, change the **Save as type** setting to **Word XML Document**, and then click **Save**.
28. Close the **XML Structure** task pane, and then close the **My XML With Schema** document.
29. Click the **Microsoft Office Button**, and then in the **Recent Documents** pane, click **My XML With Schema**.

The XML file opens in Word, where you can edit it like a normal document.



BE SURE TO hide the Developer tab by displaying the Word Options window and clearing the Show Developer Tab In The Ribbon check box.

CLOSE the *My XML With Schema* file, and if you are not continuing directly on to the next chapter, exit Word.

Tip The power of XML lies in its flexibility. After you create an XML file, you can apply a **transform** (also called a *translation*) to it to pull only the data you need and put it in the format you want. For example, you could apply one transform to the list of classes that extracts the title, description, instructor, cost, date, and time of the class and then formats that information as a Web page for customers. You could also apply a different transform that extracts the date, classroom, and notes and then formats that information as a memo for setup staff. The subject of transforms is beyond the scope of this book. For more information, see *Microsoft Office Word 2007 Inside Out*, by Katherine Murray, Mary Millhollon, and Beth Melton (Microsoft Press, 2007).

The DOCX Format

The Microsoft Office 2007 system introduces a new file format based on XML, called Microsoft Office Open XML Formats. By default, Word 2007 files are saved in the .docx format, which is the Word variation of this new file format.

The .docx format provides the following benefits:

- File size is smaller because files are compressed when saved, decreasing the amount of disk space needed to store the file, and the amount of bandwidth needed to send files in e-mail, over a network, or across the Internet.
- Recovering at least some of the content of damaged files is possible because XML files can be opened in a text program such as Notepad.
- Security is greater because .docx files cannot contain macros, and personal data can be detected and removed from the file. (Word 2007 provides a different file format—.docm—for files that contain macros.)

Key Points

- If you want to send a document to people who might not have Word installed on their computers, you can save the document in a more universal file format so that it can be opened in other programs.
- Word documents can easily be converted to Web pages. In Web Layout view, you can see how a document will look in a Web browser, and you can make adjustments to the layout from within Word.
- The XML format stores information in such a way that it can be extracted and manipulated in a variety of ways in a variety of programs. With Word, you can convert a document to XML with a straightforward save process, or you can use a schema to ensure the validity of the document's structure before saving it as an XML file.

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