

INTRODUCTION



Welcome to *Special Edition Using Microsoft Office Word 2007*! This book is designed to be your one-stop reference for Microsoft Word 2007, from the basics of Ribbon usage to the intricacies of forms, fields, and customization tools. Whether you're just getting started, are upgrading, or are already a Word whiz, this book can help you move up to the next level in expertise.

HOW THIS BOOK IS ORGANIZED

Special Edition Using Microsoft Office Word 2007 is organized into these parts.

PART I: WORKING WITH TEXT DOCUMENTS

This part starts by touring the new Word 2007 interface and explaining the new features such as the Ribbon, tabs, and galleries. You'll learn how to create and save documents, type and edit text, check your spelling and grammar, and print and fax documents. These basic skills will pave the way to more extensive editing later in the book.

PART II: FORMATTING A DOCUMENT

In this part, you'll learn how to format documents on several levels: character, paragraph, and document-wide. You'll learn how to automate formatting with styles and themes, how to set up sections that enable different margin, column, and header/footer information in different parts of a document, and how to use and create project templates that streamline the process of formatting documents that you frequently re-create. You'll also learn how to create some nonstandard documents, such as banners, envelopes, and greeting cards.

PART III: TABLES AND GRAPHICS

This part explains how to create and format data in tabular format, and how to insert and format a variety of special-purpose graphical elements including clip art, drawings, charts, SmartArt, and mathematical equations. Most of these graphic types have formatting controls in common, so after you've learned how to format one type of object, the other types become much easier.

PART IV: COLLECTING AND MANAGING DATA

In this part, you'll learn how to use Word to collect data, and to use data to automate tasks. You'll learn how to mail-merge labels, letters, envelopes, and catalogs, and how to use fields and data entry forms to display and collect information.

PART V: LONG DOCUMENTS

This part covers the many tools Word provides for managing lengthy manuscripts such as research papers and books. You'll learn how to outline and summarize documents, how to create master documents that combine several files into a single unit, and how to generate tables of contents and other listings. This part also includes information about the new citation management features in Word 2007, and explains how to create effective indexes.

PART VI: COLLABORATION AND ONLINE SHARING

In this part, you'll learn about the tools that Word 2007 provides for sharing your work with others, both while it is in the development stages and when it is finalized. You'll find out how to collaborate on documents with a team, how to protect and secure your files, and how to use Office Live and SharePoint Team Services. This part also covers blogging and emailing via Word, and generating web and XML content.

PART VII: CUSTOMIZING AND EXTENDING WORD

This part explains how you can make Word easier to use by adding features such as macros and add-ins, and by customizing the Word interface. You'll even learn about the XML-based RibbonX utility for customizing the Ribbon.

PART VIII: APPENDIXES

The appendices for this book provide an assortment of reference guides, including help for recovering and repairing problems, converting from other word processing systems, creating documents that are accessible to people with disabilities, and setting up and modifying Word. You'll also find a command reference here that maps the commands from Word 2003 to Word 2007.

CONVENTIONS USED IN THIS BOOK

Here's a quick look at a few structural features designed to help you get the most out of this book. To begin with, you'll find the following features:

TIP

Tips are designed to point out especially quick ways to get the job done, good ideas, or techniques you might not discover on your own.

NOTE

Notes offer even more insight into features or issues that may be of special interest, without distracting you from the meat-and-potatoes answers you're looking for.

CAUTION

Cautions, as you'd expect, warn you away from potential pitfalls and problems, and point out fixes for common issues.

Often, when a subject is covered in greater detail, you'll find a marker like this, which points you to the location where the topic can be found:

→ For more information about Word's automated spelling and grammar checker, see "Performing an Interactive Spelling and Grammar Check," p. 98.

Each chapter concludes with a Troubleshooting section that addresses several of the most common issues people have with Word 2007's features. In these Troubleshooting sections, you'll learn how to work around program limitations, interpret error messages, and more.

Que's *Special Edition* conventions are designed to be completely predictable. It's easy to understand what you're reading and what you're supposed to do.

For example, whenever you should press multiple keys together, in this book they are written separated by a plus sign, like this: Ctrl+B. That means hold down the Ctrl key, press the B key, and then release both keys.

Terms introduced and defined for the first time are formatted in *italic*.

Text that you are supposed to type in is formatted in bold type, as in the following example:

Run Setup using a command such as **setup.exe /q1 /b1**.

That's all you need to know to get the most out of this book. Now fire up your copy of Word 2007 and let's have a go at it.

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