

# INTRO TO WORD 2007

*Department of Technology Enhanced Learning  
Information Technology Systems Division*

## TOPICS COVERED

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Updated 8/07

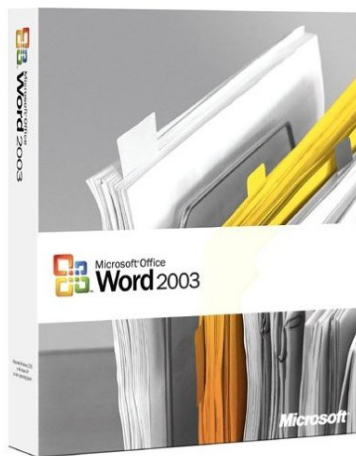
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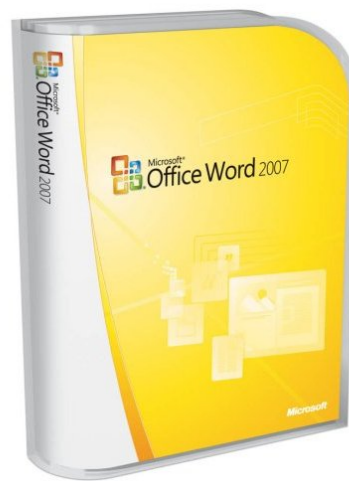
## Overview

Microsoft Word has grown considerably in power, sophistication and capability over the past decade, but one thing that hasn't changed since the early '90s is its user interface. The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently, more and more people are looking for "insider" tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use.

### Word 2003



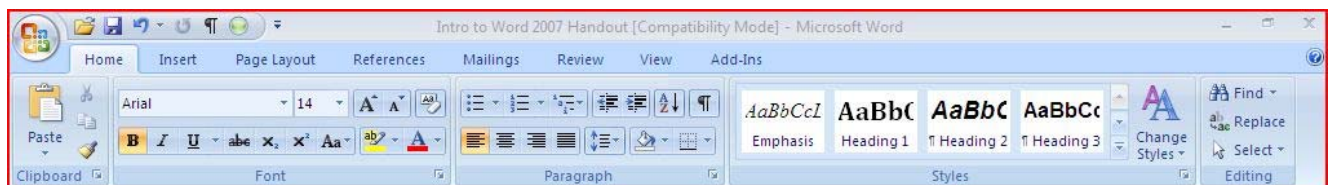
### Word 2007



### Word 2003 Toolbar



### Word 2007 "Ribbon"

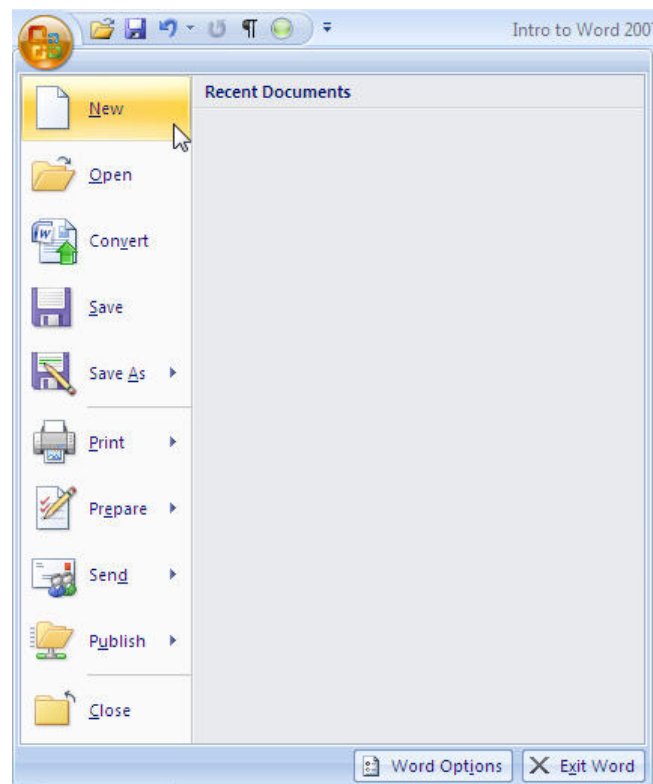


## Creating a New Document

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start another new document. Word gives you three ways to do so:

- **Creating a new blank document.** When you're preparing a simple blank page this is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates to provide structure for your text.
- **Creating a document from an existing document.** For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing document as a starting point. When you have a letter format that you like, you can use it over and over by editing the contents.
- **Creating a document from a template.** Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms; the margins, formatting, and graphics are already in place. All you do is fill in your text.

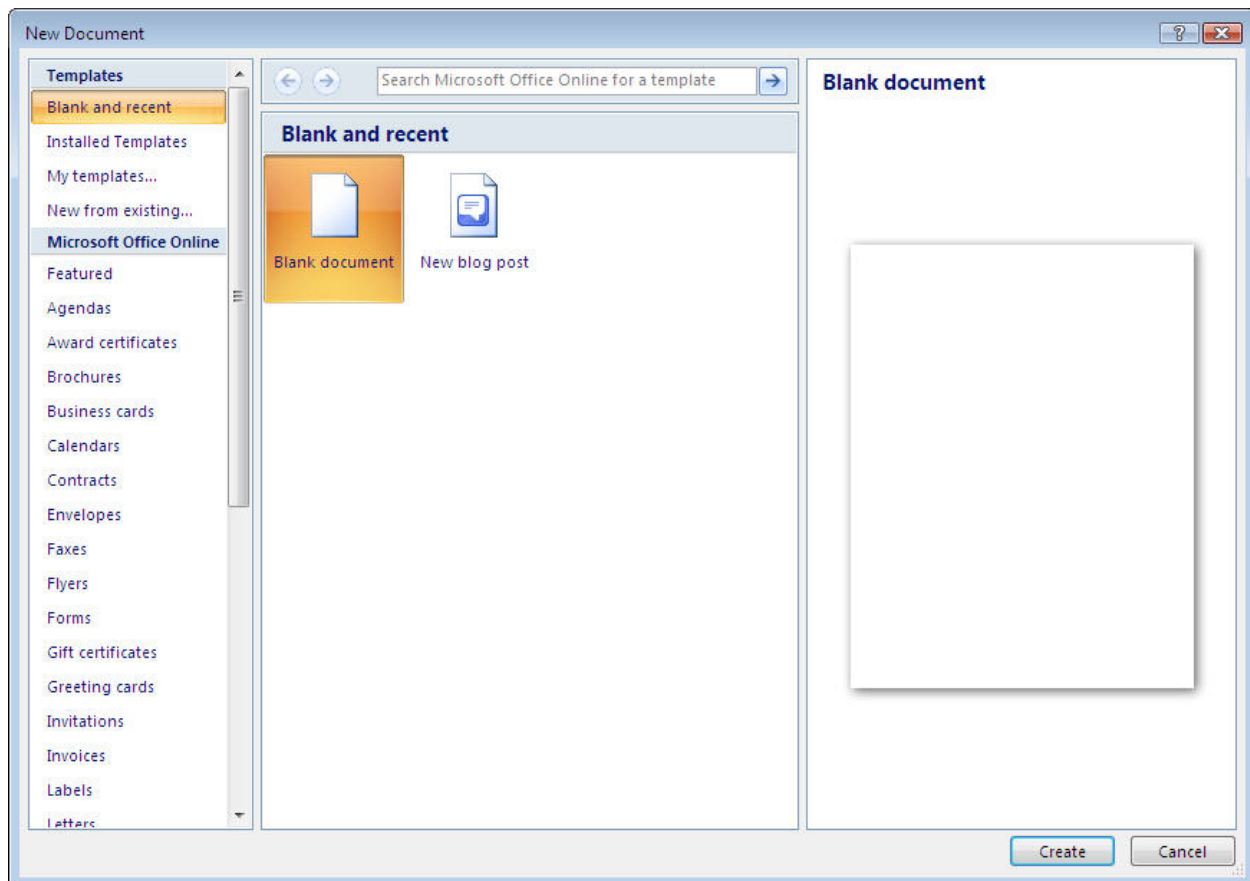
To start your document in any of the above ways, click the Windows logo in the upper-left corner of the screen. That's Office 2007's new Office button. Click it, and a drop-down menu opens, revealing commands for creating, opening, and saving documents, as well as printing. Next to these commands, you see a list of your Word documents. This list includes documents that are open, as well as those that you've recently opened.



## Creating a New Blank Document

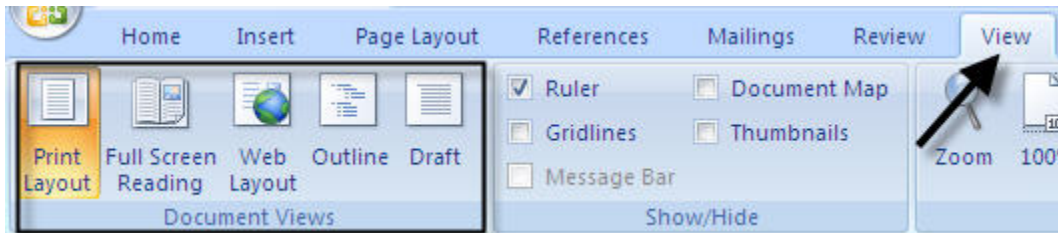
Say you want a new blank document, just like the one Word shows you when you start the program. Here are the steps:

1. Click the Office button, then **New**.
2. In the upper-left corner of the large "Create a new Word document" panel, click **Blank document**.
3. At the bottom of the New Document dialog box, click **Create**.



## Five Document Views

Word gives you five basic document views. To select a view, go to the **View** tab and choose one of the Document Views on the left side of the ribbon.



You have another great option for switching from one view to another that's always available in the lower-right corner of Word's window. Click one of the five small buttons to the left of the slider to jump between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views.



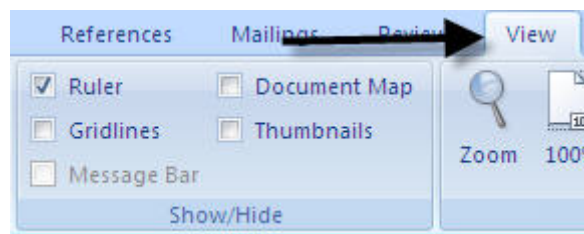
- **Print Layout.** The most frequently used view in Word, Print Layout, is the one you see when you first start the program or create a new blank document. In this view, the page you see on your computer screen looks much as it does when you print it – meaning you can see the entire page as well as the edges.
- **Full Screen Reading.** If you'd like to get rid of the clutter of menus, ribbons, and all the rest of the word-processing gadgetry, then use Full Screen Reading view. As the name implies, this view's designed primarily for reading documents.
- **Web Layout.** This view shows your document as if it were a single Web page loaded in a browser. You don't see any page breaks in this view. Along with your text, you will see any photos or videos that you've placed in the document just like a Web page
- **Outline.** For lots of writers, an outline is the first step in creating a manuscript. Once they've created a framework of chapters and headings, they dive in and fill out the document with text. If you like to work this way, then you'll love Outline view.
- **Draft.** Here's the no-nonsense, roll-up-your-sleeves view of your work. You see most formatting as it appears on the printed page, except for headers and footers. Page breaks are indicated by a thin dotted line. In this view, it's as if your document is on one single roll of paper that scrolls through your computer screen. This view's a good choice for longer documents and those moments when you want to focus on the words without being distracted by page breaks and other formatting niceties.

## Show and Hide Window Tools

Word gives you some visual aids that make it easier to work with your documents. Tools like rulers and gridlines don't show up when you print your document, but they help you line up the elements on the page. Use the ruler to set page margins and to create tabs for your documents. Checkboxes on the View tab let you show or hide tools, but some tools aren't available in all the views, so they're grayed out. You can't, for example, display page rulers in Outline or Full Screen Reading views.

Use the checkboxes in the Show/Hide group of the View tab to turn these tools on and off:

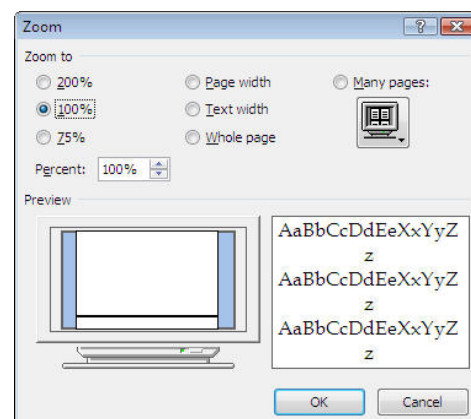
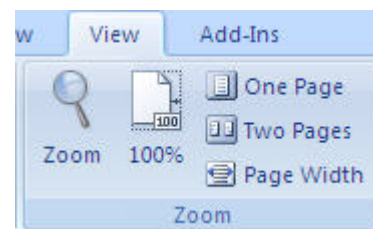
- **Ruler.** Use the ruler to adjust margins, set tabs, and position items on your page.
- **Gridlines.** When you click the Gridlines box, it looks like you created your document on a piece of graph paper. This effect isn't too helpful for an all-text document, but it sure comes in handy if you're trying to line up photos on a page.



## Zooming Your View In and Out

When you're working, do you ever find that you sometimes hold pages at arm's length to get a complete view, and then, at other times, you stick your nose close to the page to examine the details? Word's Zoom options let you do the same thing with your screen.

On the **View** tab, click the big magnifying glass to open the Zoom dialog box. Depending on your current Document View, you can adjust your view by percentage or relative to the page and text. The options change slightly depending on which Document View you're using. Also, the Page options don't really apply to Web layouts, so they're grayed out and inactive if you're in the Web Layout view.



## Changing page view from the ribbon

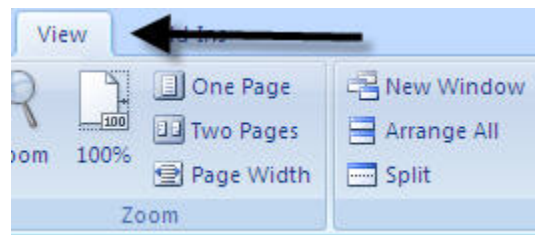
The ribbon offers radio buttons for three popular page views. They're a quick way to change the number of pages you see onscreen without fiddling with zoom controls.

- **One Page.** This view shows the entire page in Word's document window. If your screen is large enough, you can read and edit text in this view.
- **Two Pages.** In this view, you see two pages side by side. This view's handy when you're working with documents that have two-page spreads, like booklets.
- **Page Width.** This button does the exact same thing as the Page Width button in the Zoom dialog box. It's more readable than the One Page and Two Page options, because the page fills the screen from edge to edge, making the text appear larger.

## The Window Group: Doing the Splits

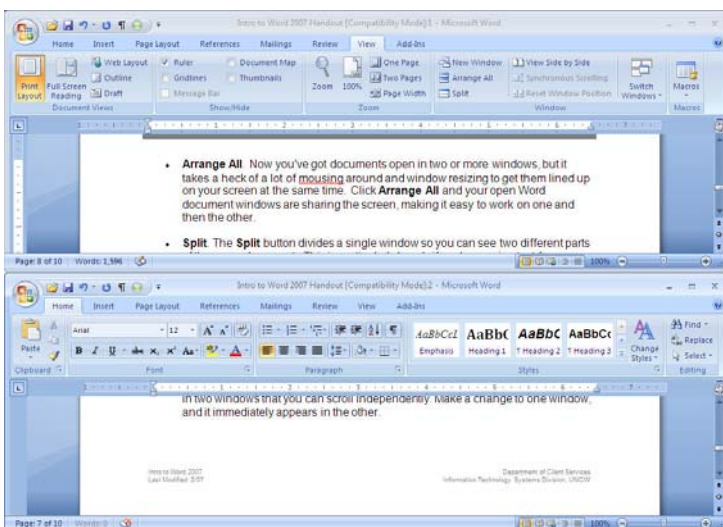
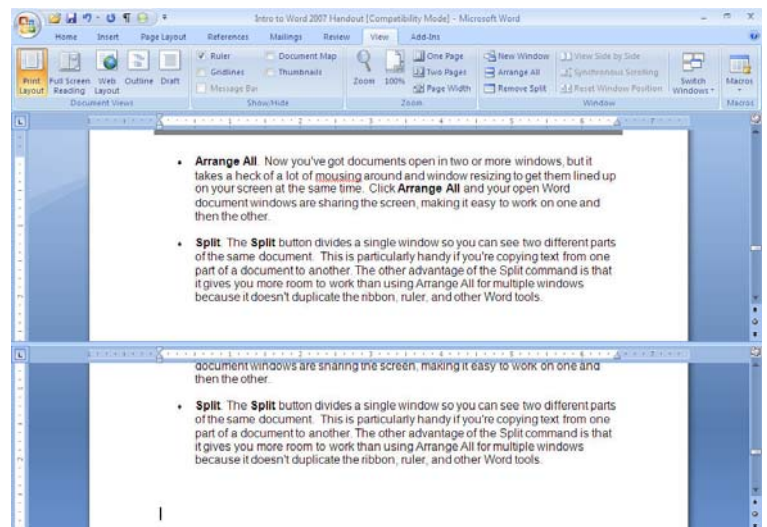
In previous versions of Word you could work on only one document at a time. Although Word 2007 has more options for viewing multiple documents and multiple windows than ever, some folks forget to use them-Big mistake. If you ever find yourself comparing two documents or borrowing extensively from some other text, then having two or more documents visible on your screen can double or triple your work speed.

The commands for managing multiple documents, views, and windows are in the **View** tab's Window group.



- **New Window.** When you're working on a long document, sometimes you want to see two different parts of the document at the same time, as if they were two separate documents. You may want to keep referring to what you said in the Introduction while you're working in Chapter 5. That's where the New Window command comes in. When you click this button, you've got your document open in two windows that you can scroll independently. Make a change to one window, and it immediately appears in the other.

- **Arrange All.** Now you've got documents open in two or more windows, but it takes a heck of a lot of mousing around and window resizing to get them lined up on your screen at the same time. Click **Arrange All** and your open Word document windows are sharing the screen, making it easy to work on one and then the other.
- **Split.** The **Split** button divides a single window so you can see two different parts of the same document. This is particularly handy if you're copying text from one part of a document to another. The other advantage of the Split command is that it gives you more room to work than using Arrange All for multiple windows because it doesn't duplicate the ribbon, ruler, and other Word tools.

2 Windows after having clicked **Arrange All**2 Windows after having clicked **Split**

## Saving Documents

With the release of Microsoft Office 2007, the usual “.doc” extension is no longer the default file type when saving your Word documents. The new extension is “.docx”.

This change has allowed Microsoft to incorporate the many new and exciting features that Word 2007 has to offer. It can however be somewhat confusing if you are unused to seeing your Word documents saved as such. Below we outline how to save your Word 2007 documents so that they are 100% compatible with previous versions of Word.

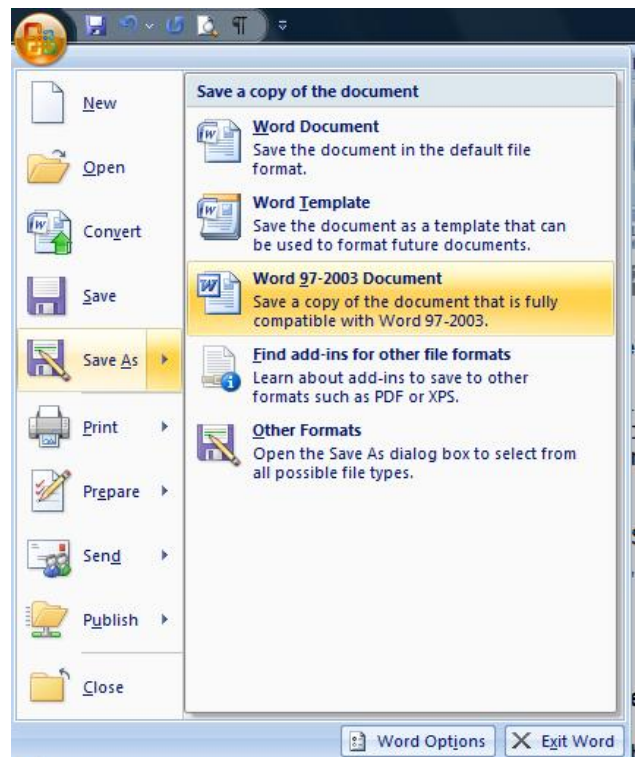
## Saving by keyboard shortcut

- Ctrl+S. If you're an old hand at Word, this keyboard shortcut may already be burned in your brain. It still works with Word 2007 and other Office 2007 programs. This command quickly saves the document and lets you get back to work.
- Alt+F, S. This keyboard shortcut does the exact same thing as Ctrl+S. Unlike Ctrl+S, though, you get visual reminders of which keys to press when you press the Alt key.

## Saving by menu command

- Office button → Save. If you don't want to use keyboard shortcuts, you can mouse your way to the same place using menus. Like the options above, this command saves your file with its current name.
- Office button → Save As. The Save As option lets you save your file with a new name. When you use this command, you create a new document with a new name that includes any changes you've made.

NOTE: When you choose "Save As", you are given the option of what type of file to save your document as. **In order to ensure maximum compatibility, choose "Word 97-2003 Document"**.



## Choosing Paper Size and Layout

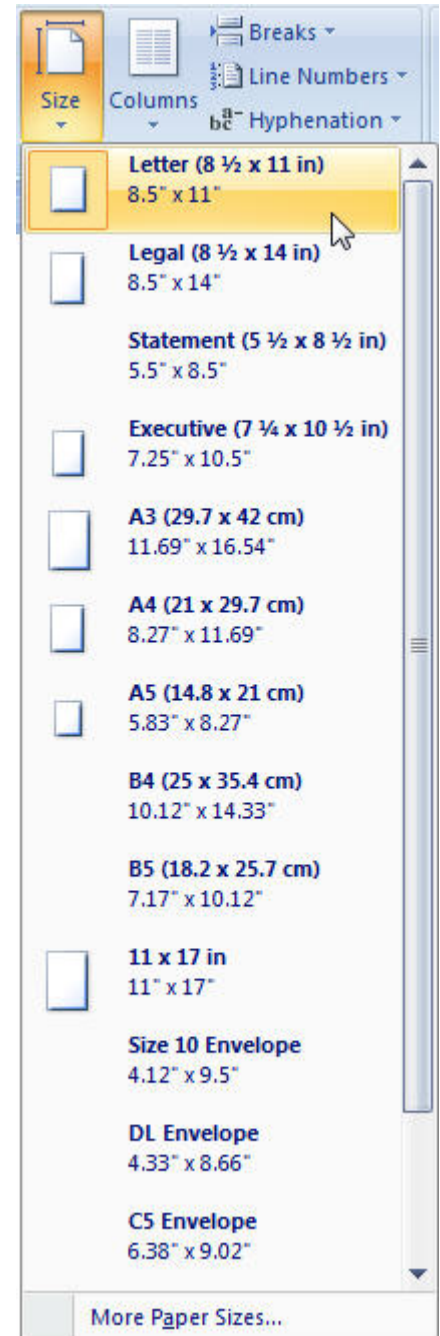
When you edit a document in Word, what you see on your computer screen looks almost exactly like the final printed page. To get that correct preview, Word needs to know some details about the paper you're using, like the page size and orientation. You have two different ways to change the page settings: using the Page Layout tab or the Page Setup dialog box. When you click the Page Layout tab, the ribbon's buttons and icons change to show you options related to designing your page as a whole. Your options are organized in five groups: Themes, Page Setup, Page Background, Paragraph, and Arrange.

### Changing Paper Size

If you want to quickly change the page size to a standard paper size like letter, legal, or tabloid, the Page Layout Page Setup Size menu is the way to go. With one quick click, you change your document's size. If there's text in your document, Word reshapes it to fit the page. Say you change a 10-page document from letter size to the longer legal-size page. Word spreads out your text over the extra space, and you'll have fewer page overall.

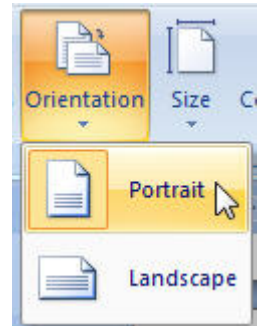
The Size menu, like many Word 2007 menus, uses icons as well as text to give you quick visual cues. Your choices include Letter (8.5" x 11"), Tabloid (11" x 17"), and more. If you're using standard-size paper (including standard international sizes like A3 and A4), you can click one of these choices, and you're done.

If you're using an odd size paper, see the steps on the following pages.



## Setting Paper Orientation

Most business documents, school papers, and letters use a **portrait** page orientation, meaning the page is taller than it is wide. But sometimes you want a short, wider page orientation to accommodate a table, chart, or photo. This is called **landscape** orientation. Whatever the reason, using the Orientation menu (Page Layout Page Setup Orientation) is the easiest way to make the change. Just click one of the two options: Portrait or Landscape.



If you've already got the Page Setup box open, you'll find the Orientation options on the Margins tab (Page Layout → Page Setup → Margins → Custom Margins).

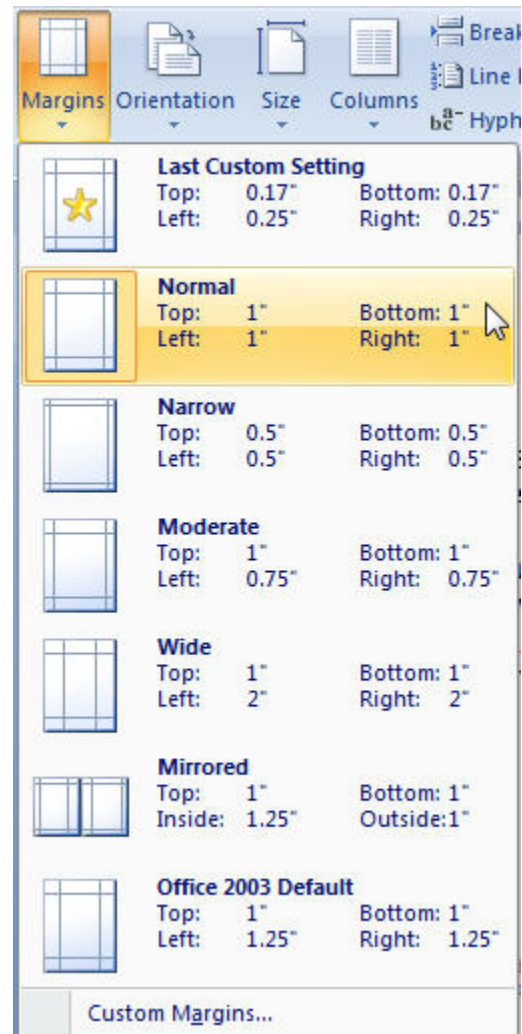
## Setting Document Margins

Page margins are more than just empty space. The right page margins make your document more readable. Generous page margins make text look inviting and give reviewers room for notes and comments. With narrower margins, you can squeeze more words on the page; however, having too many words per line makes your document difficult to read. With really long lines it's a challenge for readers to track from the end of one line back to the beginning of the next. Margins become even more important for complex documents, such as books or magazines with facing pages. With Word's margins and page setup tools, you can tackle a whole range of projects.

### Selecting Preset Margins

Word's Margins menu (Page Layout → Page Setup → Margins) gives you a way to quickly apply standard margins to your pages. The preset margins are a mixed bag of settings from a half inch to one and a quarter inches. For most documents, you can choose one of these preset margins and never look back.

The Margins menu provides some standard settings such as the ever popular one inch all the way around. Word calls this favorite of businesses and schools the Normal margin. If you've customized your margins, your most recent settings appear at the top of the menu.



For each of the preset margin options you see dimensions and an icon that hints at the look of the page.

- **Normal** gives you one inch on all sides of the page.
- **Narrow** margins work well with multicolumn documents, giving you a little more room for each column.
- **Moderate** margins with three-quarter inches left and right let you squeeze a few more words in each line.
- **Wide** gives you more room for marginal notes when you're proofing a manuscript.

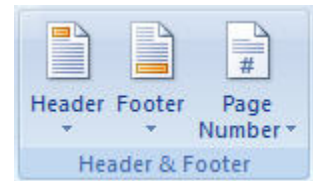
To select one of the preset margins, go to Page Layout → Page Setup → Margins, and then click one of the options.

## Adding Headers and Footers

Headers and footers are where Word puts the bits of information that appear at the top or bottom of every page of most multipage documents. They remind you of the page number, chapter title, and so on, as you read along.

### Introducing the Header and Footer Tools

Unlike some of the other features in this section, the header and footer tools are on the Insert tab (not the Page Layout tab). As you can see, three menus appear in the Header & Footer group - Header, Footer, and Page Number. Each of the menus provides predesigned page elements, known in Word-speak as Building Blocks. So, for example, if you select a header Building Block, it may add text and several graphic elements to the top of your page.



## Inserting and Modifying a Header Building Block

Go to Insert → Header & Footer → Header, and you see more than a dozen predesigned header options. You can keep these canned headers as they are, or use them as a starting point for your own imagination. The following steps show you how to use a Building Block to add a header to your document and then tweak it a bit by inserting an additional field.

1. Go to Insert → Header & Footer → Header to open the Header menu.

If you've used earlier versions of the program, you'll notice that the drop-down menus in Word 2007 are larger and much more visual. The Header menu is a good example, as it gives you a clear representation of the available predesigned headers.

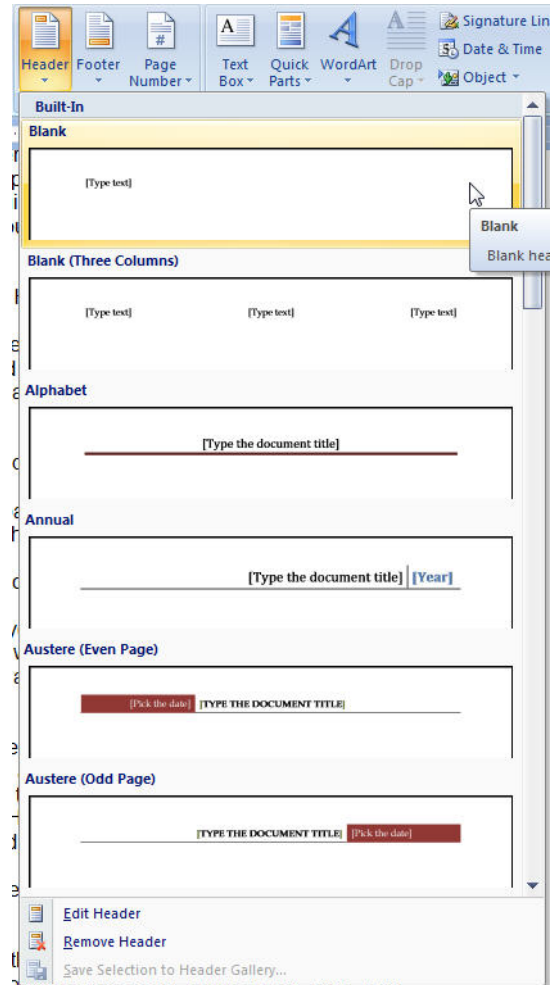
2. Use the scroll bar on the right to find the Tiles header.

You can drag the box in the scroll bar to move quickly through the menu, or use the arrow buttons to browse through the examples.

3. Click the Tiles header to insert it into your document.

When you select the Tiles header, you're adding more than text to your document: A Building Block comes with all its own accessories. The Tiles header includes a box with a rule around it and two tiles of color. Inside the tiles are bracketed words.

When you insert a header, a couple of other things happen too. The Header menu closes and a new Design tab appears on your ribbon, with a Header & Footer Tools tab above. Along with that, a whole slew of new buttons and tools appear on the ribbon (left to right): Header & Footer, Insert, Navigation, Options, Position, and the Close Header and Footer button.



- Click the bracketed words "Type the document title," and then type a title of your choice.

The bracketed words are a prompt that you're supposed to enter new text in that spot. A single click anywhere on the words selects the entire group. Type your title, say, "Class Sample". When you type, the other words and the brackets disappear. When you add a title to the header, Word uses this text to update the title shown in the Document Properties (Office button → Prepare → Properties).

- Click the bracketed word "Year," and then use the calendar control to update the header's Year field.

This standard Word tool lets you enter a date by selecting it. At the top, you see the month and year. Click the buttons on either side to move backward or forward through the months. Click a date on the calendar below to select a specific date. Word uses the year from the date you selected to update the Year text in the header. Or you can enter a year simply by typing it.

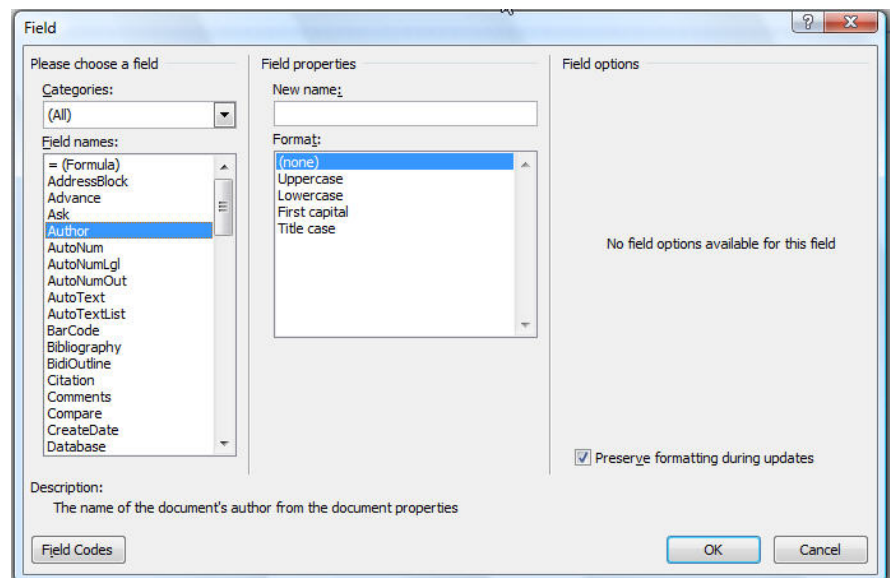
- Click the header to the right of your title. If the title is highlighted, use the right arrow key to deselect the title, and then type a hyphen (-) followed by a space.

You can also add automatically updating text by inserting a field, which is how Word creates those ever-changing dates and page numbers. Word has fields for lots of other stuff too. You can't create (or edit) a field by typing directly in your document, though. You must use the Field dialog box.

- Choose Insert → Quick Parts → Field.

The Field dialog box opens showing an alphabetical list of field names on the left side, as shown in Figure 3-14. Fields store information about your document and keep track of other information that you can use in your documents.

Using fields, you can add automatically updating page numbers, dates, and names. The Field dialog box shows a whole list of fields (left) and provides ways to format them (right) so that they work just right.



8. Double-click the Author field name to insert it into the header.

The author's name appears next to the title in the header. (If you're working on your own computer, it's probably your name.) This text is grayed out to show that it's a field and that you can't edit it directly.

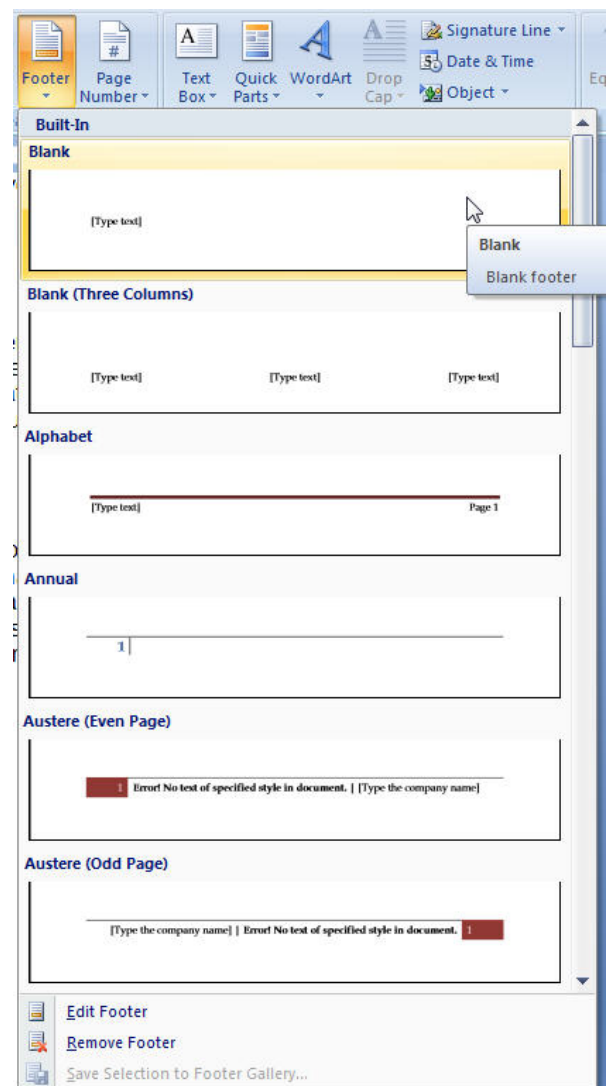
9. Double-click anywhere on the document's body text to close the Header & Footer Tools contextual tab.

You have two options for closing the header and going back to editing your document. You can double-click anywhere outside the header, or, on the right side of the ribbon, you can click the Close Header and Footer button. Either way, the header fades out and the text of your document sharpens up. Your insertion point appears back in the body text, and you're ready to work.

## Adding a Matching Footer Building Block

Most of the header Building Blocks have complementary footers. For example, the Tiles header used in the step-by-step example provides title and date information, while the Tiles footer provides company and page information. The steps for inserting the Tiles footer are nearly identical to the header steps. Just start with the Footer menu: Choose Insert → Header & Footer → Footer.

Most of the header and footer Building Blocks come in pairs. By using a header and footer with the same name, you can be sure of having a consistent design. You can modify Building Blocks like this predesigned header and footer after you insert them in your text. Just edit as you would any text. It's best to leave the page numbers as they are, though. This page number is grayed out to indicate that it's a field that automatically changes for each page.



## Working with Multiple Columns

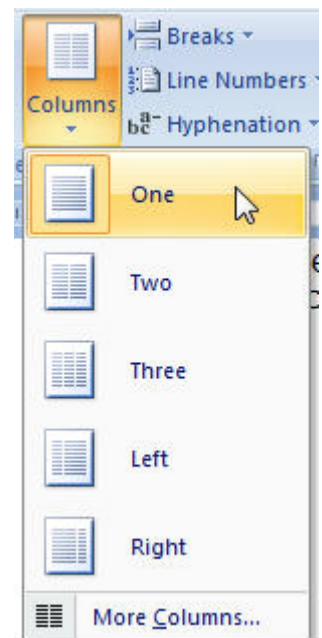
Word makes it easy to work with multiple newspaper-style columns. Instead of your having to use tabs or spaces to separate the column one line at a time, Word lets you set up the column guidelines and then type away. When you type text in a multicolumn layout, your words appear in the left column first. After you reach the end or bottom of the column, the insertion point jumps to the top of the next column and you begin to fill it, from top to bottom.

To use multiple columns, go to Page Layout → Page Setup → Columns, and then click one of the following options:

- **One.** Whether you know it or not, every page in Word has a column layout. The standard layout is one big column stretching from margin to margin.
- **Two.** With two columns, your document begins to look like a pamphlet or a school textbook.
- **Three.** Three columns are about as much as a standard 8.5 x 11-inch page can handle, unless you switch to Landscape orientation. In fact, you may want to reduce the body text size to about 9 or 10 points and turn on hyphenation. Otherwise, you can't fit very many words on a line.
- **Left.** This layout has two columns, with the narrower column on the left. The narrow column is a great place to introduce the text with a long heading and subheading or a quote pulled from the larger body text.
- **Right.** The mirror image of the Left layout, this option uses two columns with a narrow column at right.
- **More Columns.** Use the More Columns option to open the Columns dialog box where you can create a customized column layout.

At the top of the Columns dialog box, you see the same presets as on the Columns menu. Below them, controls let you create your own multicolumn layouts. The preview icon on the right changes as you adjust the settings.

When you get to the bottom of a column, Word automatically flows your text to the top of the next one, but you can also force Word to end the column and jump to the next one. There are two ways to create a column break. The quickest way while you're typing is to use the keyboard shortcut Ctrl+Shift+Enter. Or, if you forget the shortcut, you can use the ribbon: Page Layout → Page Setup → Breaks → Column.



## Formatting Characters

Every character in your document is formatted. The formatting describes the typeface, the size of the character, the color, and whether or not the character is underlined, bold, or capitalized. It's easy to change the formatting, and Word gives you quite a few different ways to do it. The easiest and most visual way is with the ribbon (Home → Font).

For quick formatting, you may not need to go any further than the mini-toolbar that pops up when you select text for formatting. Whichever method you use, formatting is a two-step process. First, tell Word which text you want to format by selecting it. Then format away. Or, you can set up your formatting options first, and then begin to type. Your letters and words will be beautifully formatted from the get-go.

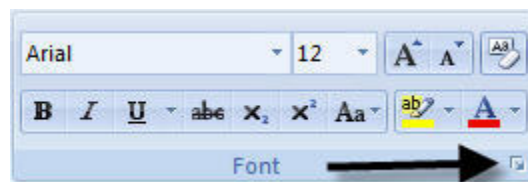
### Formatting with the Ribbon or the Font Dialog Box

Since character formatting is one of the most often used Word features, Microsoft put the most popular settings right on the Home tab. If you don't see what you're looking for there, then you must open the Font dialog box. The good thing about the dialog box is that it puts all your character formatting options in one place so you can quickly make multiple changes.

Here are the steps:

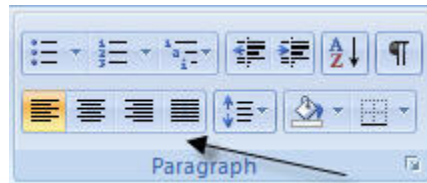
1. Select a group of characters.
2. Go to Home → Font or the Font dialog box (click the little launcher button shown below) and make your formatting choices.

Open the Font dialog box to change the typeface, style, size, color, and other effects. Like many dialog boxes, the Font box gives you access to more commands than you find on the ribbon.



## Formatting Paragraphs

Formatting a paragraph usually entails changing its shape. You may be squeezing it in with indents or stretching it out with additional line spacing. Other kinds of formatting change a paragraph's very nature, like adding a border or making it part of a numbered or bulleted list. The Paragraph formatting group (Home → Paragraph) is right next to the Font group. You don't need to select text to format a paragraph; just make sure the insertion point is in the paragraph you want to format. However, if you want to format several paragraphs at once, select them all before you apply a command.



Paragraph formatting commands are in the Home → Paragraph group. Left to right, from the top, you find buttons to add bullets, numbers, apply indents, sort paragraphs, show the paragraph mark, align paragraphs, adjust line spacing, change the background color, and add borders.

### Aligning Text

It's easy to apply alignment to text. With your insertion point in the paragraph you want to change, click one of the alignment buttons in the Paragraph group on the Home Tab. For example, Home → Paragraph → Left sets the current paragraph's alignment

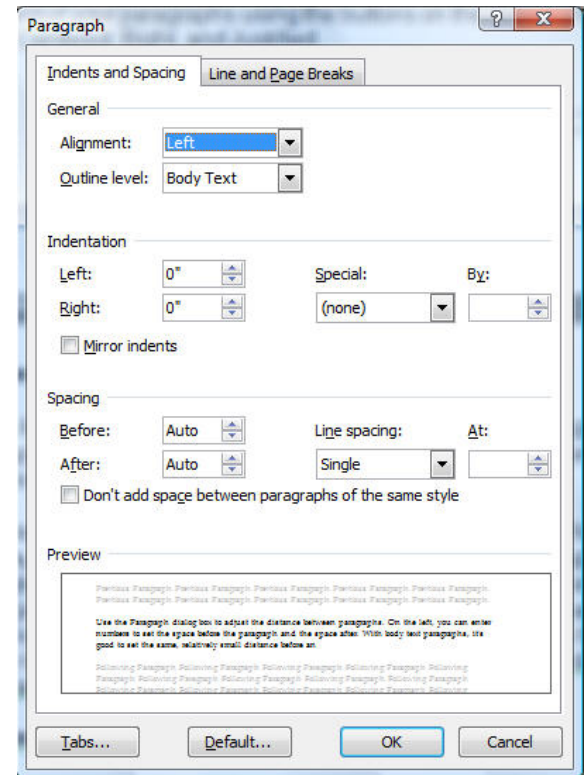
- **Left.** Aligns the lines in the paragraph flush on the left side and ragged on the right. Left alignment is standard for letters, reports, and many business documents.
- **Centered.** Centers each line in the paragraph, leaving both left and right margins ragged. This setting is appropriate for headings and short chunks of text, as in invitations and advertisements. Avoid using centered text for long paragraphs, since it's hard for readers' eyes to track from the end of one line to the beginning of the next when the left margin is uneven.
- **Right.** Aligns the lines in the paragraph flush on the right side and ragged on the left. This unusual alignment is most often used for setting captions or quotations apart from the main text.
- **Justified.** Adds space between letters and words so that both the left and right sides of the paragraph are straight and flush with the margins. Justified margins give text a more formal look suitable for textbooks or scholarly documents. If your justified text looks odd because big gaps appear between the letters or words, try using a long line that is, putting more characters per line. You can do this by extending the margins (Alt+P, M) or by changing the size of your font (Alt+H, FS).

Set the alignment of your paragraphs using the buttons on the ribbon. Four settings are available: Left, Centered, Right, and Justified.

## Spacing between Paragraphs

For documents like business letters or reports that use block-style paragraphs, there's usually a little space between each. You can adjust this spacing between paragraphs to set off some blocks of text from the rest.

Use the Paragraph dialog box to adjust the distance between paragraphs. On the left, you can enter numbers to set the space before the paragraph and the space after. With body text paragraphs, it's good to set the same, relatively small distance before and after, generally three points. For headers, you may want to put a little extra space before the header to distance it from the preceding text. That space makes it clear that the header is related to the text beneath it. Generally speaking, the more significant the header, the larger the type and the greater the spacing around it.



## Spacing between Lines

In the Paragraph box, to the right of the paragraph spacing controls, you find the "Line spacing" tools. Use these controls to set the distance between lines within paragraphs. You have three presets and three custom settings:

- **Single** keeps the lines close together, with a minimum amount of space between. Single spacing is usually easy to read, and it sure saves paper.
- **1.5 lines** gives your text a little more breathing room, and still offers a nice professional look.
- **Double** is the option preferred by teachers and editors, so there's plenty of room for their comments.
- **At least** is a good option if you have a mix of font sizes or include inline graphics with your text. This option ensures that everything fits.
- **Exactly** puts you in control. Type a number in the At box, and Word won't mess with that setting.
- **Multiple** is the oddball of the bunch. Think of Multiple as a percentage of a single line space: 1=100 percent; .8=80 percent; 1.2=120 percent; and so on.

## Creating Bulleted and Numbered Lists

Bullets add impact and help organize information. Numbered paragraphs send a different signal, implying that the items listed are sequential or have a hierarchy. Meeting minutes are usually numbered, both as a point of reference and to indicate the order of the meeting's events.

Like the other paragraph formatting options, you don't have to select a paragraph to format it. It's enough just to have the insertion point in the paragraph. When using bullets or numbers, you usually want to format more than one paragraph. To do that, make a selection, and then click the bullet or number button.

### Bulleted paragraphs

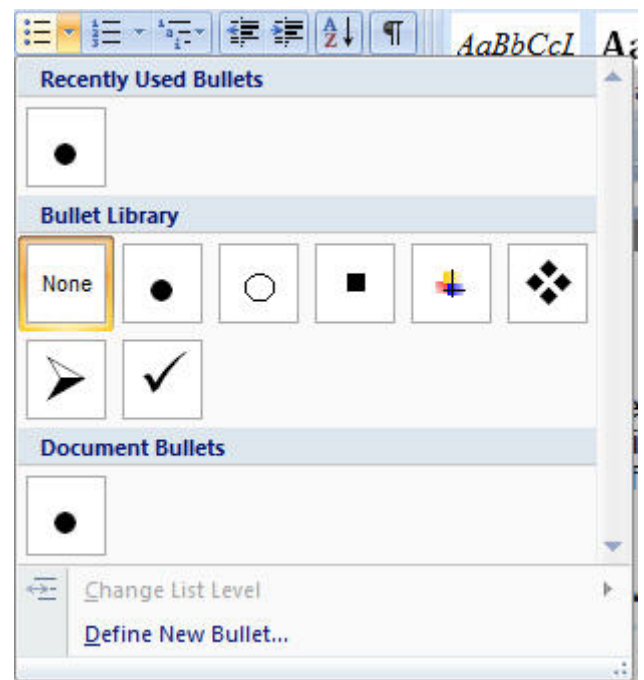
It's easy to turn an ordinary paragraph into a bulleted paragraph Word does all the heavy lifting for you. You may spend more time choosing a bullet style than applying it.

Here's how to create a bulleted list:

1. Go to Home → Paragraph, and then click the triangle next to the Bullet button to open the Bullets menu.

At the top of the menu you see bullet styles that you used recently. In the middle, you see your Bullet Library. The bottom section shows bullet styles that have already been used in the document. At the very bottom are two commands for customizing bullets.

The Bullet menu provides choices from the traditional filled circle to more contemporary options. If you have your own ideas for bullet design, at the bottom of the menu click Define New Bullet.



2. On the Bullets menu, click to choose a bullet style.

When you click a bullet to apply that style to the paragraph, a couple of things happen. Word adds the bullet and automatically formats the paragraph with a hanging indent so that the first line of the paragraph extends farther to the left than the other lines. The bullet appears in this overhang, calling attention to the bullet and setting off the paragraph from the other body text.

3. Type some text, and then press Enter to start a new paragraph.

When you hit Enter to create a new paragraph, Word assumes that you're continuing with your bulleted list, so it adds the same bullet and indent automatically. You don't have to do anything; just keep on writing.

4. When you're through with your bulleted list, press Enter, and then click the Home → Paragraph → Bullet button again to turn off bullet formatting.

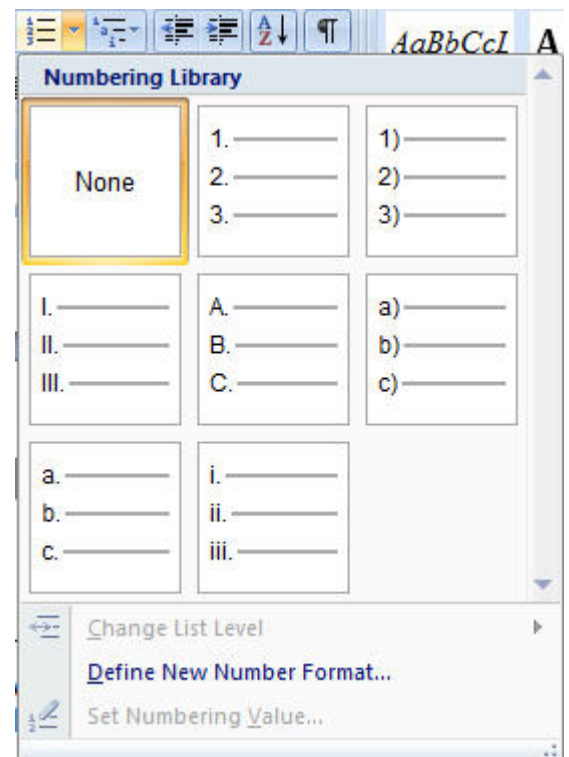
The paragraph with the insertion point changes from a bulleted paragraph to a normal paragraph.

If you have a few paragraphs that you've already written, and you want to change them to bulleted paragraphs, just select all the paragraphs, and then click the Bullet button.

## Numbered paragraphs

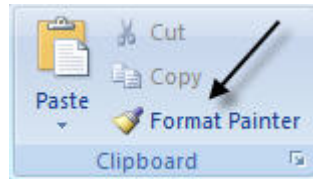
In most cases, numbered paragraphs work just like bulleted paragraphs. You can follow the step-by-step instructions in the previous section for making bulleted paragraphs to make numbered paragraphs. Just click the Numbering button, and then choose a number style.

The main distinction between the numbered paragraphs and the bulleted paragraphs is in the options. For numbered paragraphs, you can choose from Arabic numbers, Roman numerals, numbers set off by parentheses, and alphabetic sequences. You can even use words such as One, Two, Three, or First, Second, Third.



## Format Painter

Whether it's a special heading or a paragraph of text, formatting a paragraph just the way you want it is a lot of work. Once you have the margins, indents, and tabs in place, and you've got the font style and size set, you've invested a chunk of time in the project. Fortunately, you can capitalize on that investment. The Format Painter works like magic. You can use it to copy the formatting of a word, heading, or paragraph onto something else. You don't have to worry about any of the formatting details. You don't even need to know how something is formatted, so long as you like the way it looks.



Here's how it works:

1. Select the character or paragraph with the formatting that you want to copy.

You can copy and paint either the character or the paragraph formatting. If you want to copy just text formatting (font, size, text color, and so on), select a few letters or a word with that formatting, not the whole paragraph. Selecting an entire paragraph, complete with the paragraph mark at the end, copies both the character formatting and the paragraph formatting. If you don't select anything, the Format Painter uses the formatting from the current paragraph, so to copy paragraph formatting alone (for example, tabs and indents), just click anywhere in the paragraph.

2. Go to Home → Clipboard and click the Format Painter button.

Your cursor acquires a tiny paintbrush icon. If you have only one quick change to make, just click the Format Painter once. However, if you want to copy the same formatting to several different locations, double-click the Format Painter. When you double-click, the button stays locked down, indicating that it will stay on and let you paint multiple times until you're ready to stop.

3. Drag the Format Painter over the text or paragraph that you want to change.

Here's the fun part. Like magic, your selection takes on all the formatting that you copied. If you double-clicked for multiple format painting, you can keep on dragging over text or clicking paragraphs. When you're through, hit Esc. The Format Painter button pops back up, and your cursor changes back to its normal I-beam appearance.

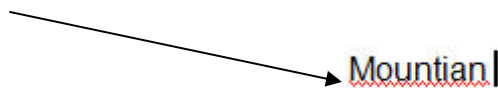
## Spell Checking

Word's spell checker reads every word in your document and looks it up in its behind-the-scenes dictionary file. If the word isn't in the dictionary, the spell checker flags it as a possibly misspelled word. Spell checker handles misspelled words in three ways:

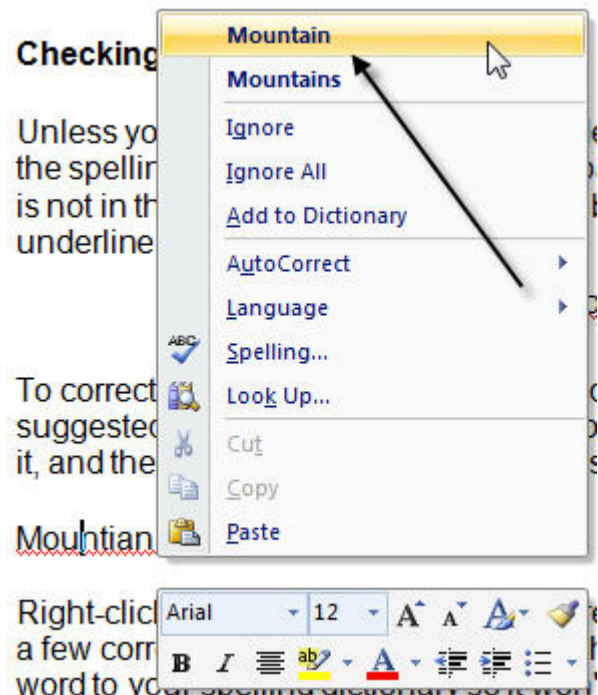
- **AutoCorrect.** The spell checker looks to see if the word is in its list of words to correct automatically. Words like "hte" for "the" or "shwo" for "show," for example, are in the AutoCorrect list. (You can add and remove words from the AutoCorrect list, and if you prefer, you can turn off AutoCorrect entirely)
- **Check spelling as you type.** If you've set up Word to check spelling errors as you type, the spell checker puts a wavy red line under the word in question.
- **Check spelling manually.** Check spelling in one pass. The spell checker asks you about each questionable word when you run a manual spell check.

### Checking Spelling As You Type

Unless you've turned this option off, as described in the previous steps, Word checks the spelling of each word you type, comparing it to its spelling dictionary. When a word is not in the dictionary, the spell checker brings it to your attention with a wavy red underline.



To correct a word flagged with a wavy red line, right-click it. A shortcut menu shows suggested spellings for the word you flubbed. To choose a word from the list, just click it, and the correctly spelled word replaces the misspelled word.

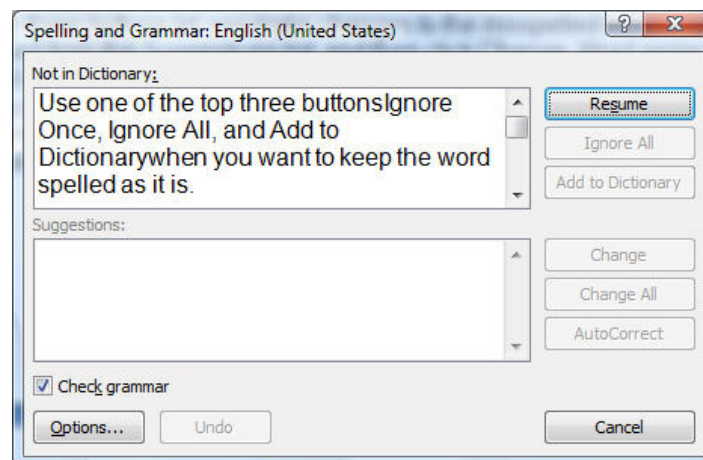


Sometimes the spell checker flags a word, but you want to keep it in your document just the way it is (and make Word stop underlining it). For these words, the shortcut menu gives you three courses of action:

- **Ignore.** Click Ignore, and the spell checker ignores this instance of the word (in this document only) and removes the underline.
- **Ignore All.** When you choose this option, the spell checker doesn't flag any occurrence of the word in this document.
- **Add to Dictionary.** When you add a word to the dictionary, you'll never see a wavy line under the word again, in this document or any other. Word adds the word to its custom dictionary. Over time, your custom dictionary collects all the special words that you don't want flagged in a spell check.

### Checking Spelling Manually

When you opt for manual spelling and grammar checking, you can do these tasks in one pass, at your leisure, like after you've finished writing. To start a spelling and grammar check, choose Review → Proofing → Spelling and Grammar; or F7.



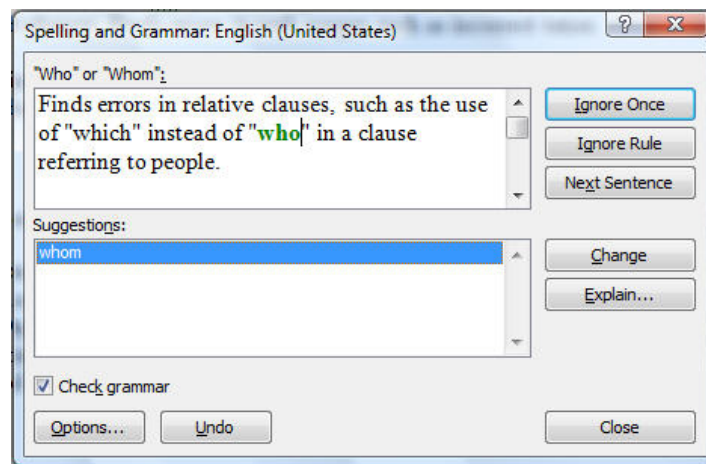
When you use the manual spell checker, you work in this dialog box. The top text box shows you your word in context. The bottom text box offers suggested spellings.

On the right side of the dialog box, you see several buttons. Use one of the top three buttons: **Ignore Once**, **Ignore All**, and **Add to Dictionary** when you want to keep the word spelled as it is. These options do the same thing as the shortcut menu options.

The bottom three buttons let you make changes to the misspelled words. When you select a word from the Suggestions list, and then click **Change**, Word replaces the highlighted word with the suggestion. When you click **Change All**, Word looks through your whole document, and corrects any other occurrences of the misspelled words at the same time. Clicking the **AutoCorrect** button tells Word to make the correction automatically, as you type, every time you misspell the word.

## Grammar and Style Checking

Word's grammar and style tools work almost exactly like the spelling tools. You have the same choice between background checking and manual checking. If you check grammar and style in the background while you type, Word puts a wavy green line under suspect sentences and phrases. If you check grammar manually, you view problem sentences in the Spelling and Grammar dialog box.



Text in the upper-left corner describes the error, and suggestions appear at bottom. For a more detailed description of the problem, click Explain.

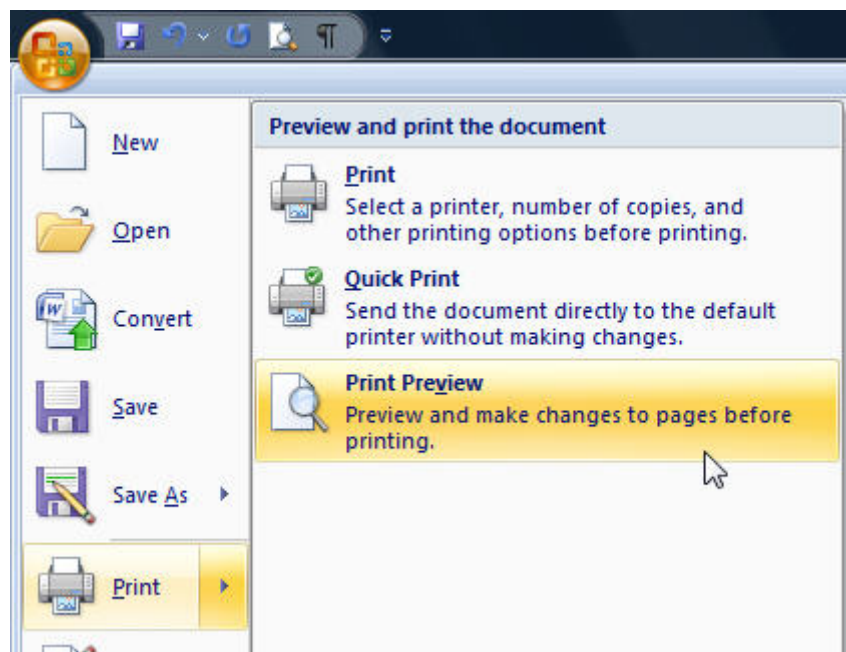
You may feel that Word's grammar police are a little too strict for your personal style of writing. If that's the case, you can tinker with the settings (Office button → Word Options → Proofing). Here are some of the options you toggle on or off in the Grammar Settings box:

- **Capitalization.** Finds words that should be capitalized, (like madame DeFarge).
- **Fragments and run-ons.** Checks for complete sentences and flags overly long meandering sentences that seem to just go on and on and you can't wait for them to stop but they never do.
- **Misused words.** Looks for the incorrect use of adjectives and adverbs.
- **Negation.** Flags double negatives.
- **Noun phrases.** Checks for proper usage of "a" and "an" and finds phrases where the number doesn't agree with the noun. For example, it wouldn't like "A Tale of Two City."

- **Possessives and plurals.** Leave this option checked if you have a problem forgetting apostrophes in phrases like "the ships hold."
- **Punctuation.** Checks your usage of quotation marks, commas, colons, and all those other little marks.
- **Questions.** Checks for question marks, and flags questions with non-standard structure.
- **Relative clauses.** Finds errors in relative clauses, such as the use of "which" instead of "who" in a clause referring to people.
- **Subject-verb agreement.** Flags sentences where the verbs don't match the nouns, as in "All of the nobles has gone to the guillotine."
- **Verb phrases.** Finds errors in verb usages such as incorrect tense.

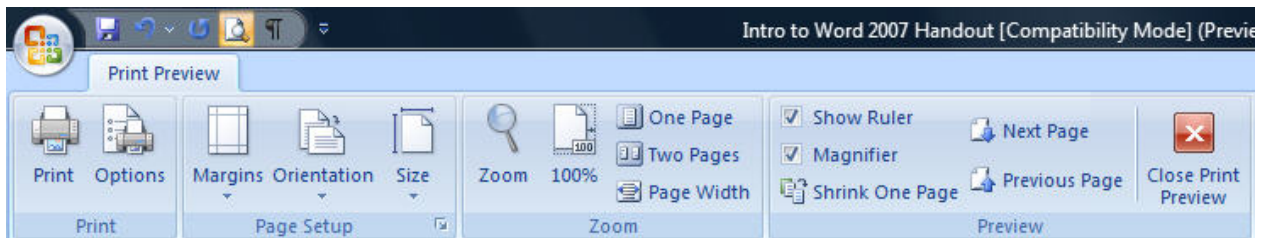
## Print Preview

You find Print Preview with a couple of other print commands on the Office menu. To see them, go to Office button → Print.



You see three print options: **Print**, **Quick Print**, and **Print Preview**. The Print option opens the Print dialog box (just like pressing Ctrl+P). The Quick Print option does the same thing as clicking the Print button on the Quick Access toolbar: It prints one copy no muss, no fuss, no options. The Print Preview button shows you how your document will look on the printed page.

The whole purpose of Print Preview is to show you your document exactly the way it will look on the printed page. Word's Print Layout does a pretty good job of that when you're writing and editing, but Print Preview is more accurate. Headers and footers are positioned precisely, and they're not grayed out. Non-printing characters like tabs and paragraph marks don't show up in Print Preview. And if you're using facing pages, Print Preview gives you a good feel for the end result. Print Preview's a great place to check to see if your margins are wide enough and to catch widows and orphans and abandoned headers at the bottom of the page.



What's more, if you find something wrong, Print Preview puts all the tools you need for a quick fix right there on the ribbon. You can resolve a lot of last-minute problems with the Page Setup tools on the ribbon.

## Questions or Problems?

Contact the Technology Assistance Center (TAC)

Location: Hoggard Hall, room 126

Phone: 962-HELP (4357)

E-mail: [tac@uncw.edu](mailto:tac@uncw.edu).

*Normal hours of operation:*

Monday – Thursday, 7:30am-11pm; Friday, 7:30am-5:30pm; Sunday, 12pm-11pm