

* Microsoft Word

Microsoft Office Version

2003

Classic version utilizes old style menus

Older file format (.doc)

2007

Introduction of Ribbon

New File format (.docx)

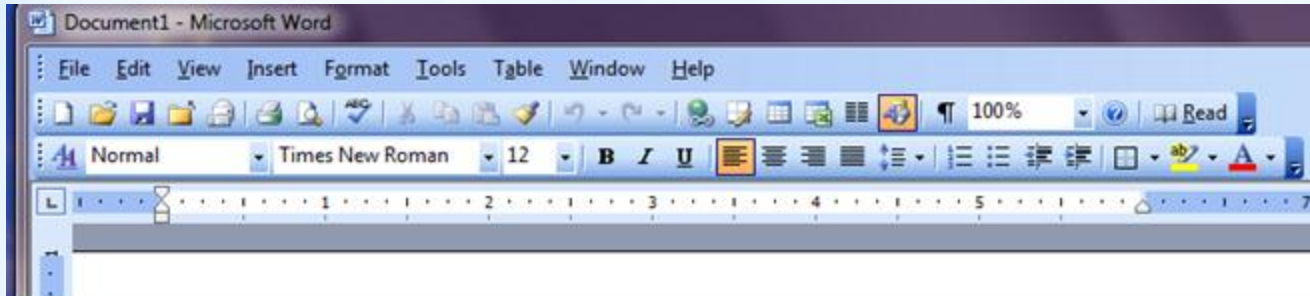
2010

Improve on version 2007

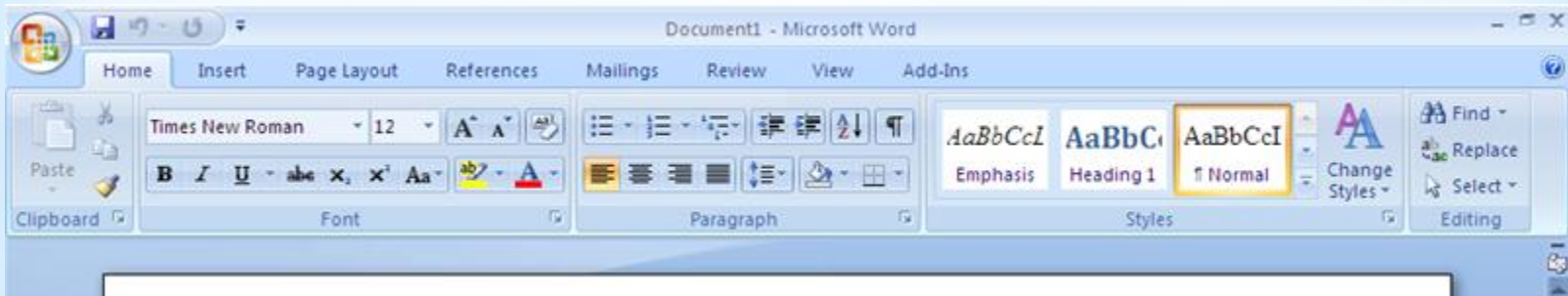
Ribbon customizable

* Menu/Ribbon

* Menu - 2003



* New Ribbon - 2007



* Customized Ribbon - 2010



* Keyboard Shortcuts

* Works on 2007/2010



- * Press Alt key. Icons appear for Quick Taskbar and Tabs
- * Press a number for Taskbar action or Letter for Tab action
- * Pressing a letter for a Tab, the Tab opens and letter Icons are present for group command

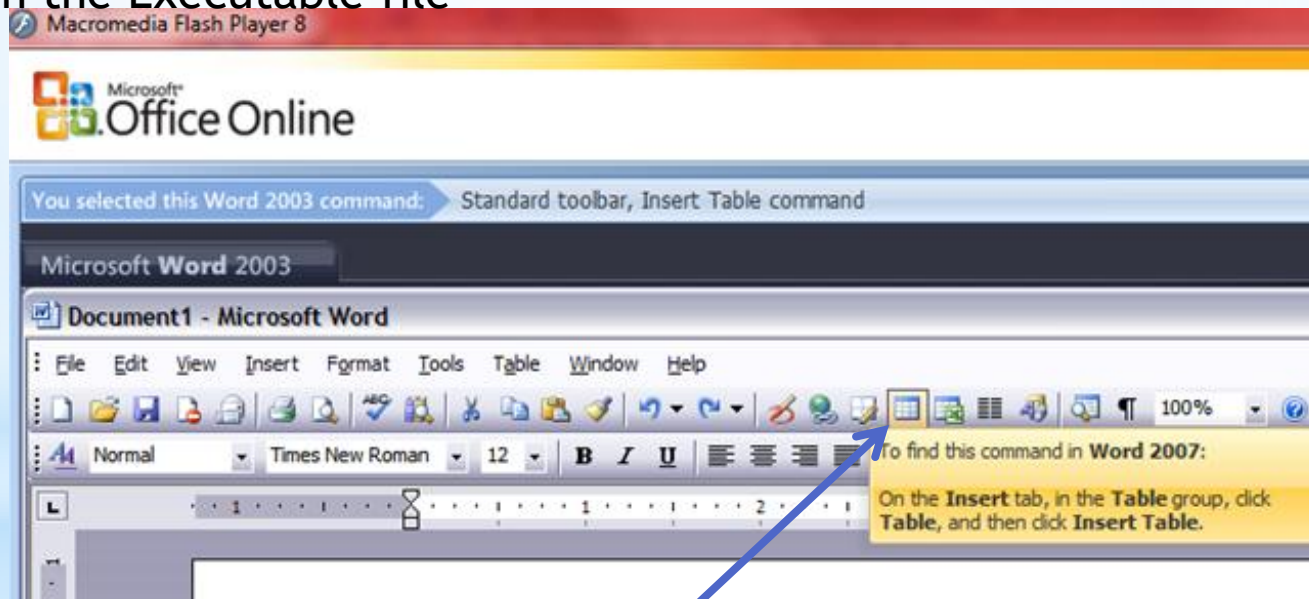
*Command Reference

Word 2003 to 2007 Command Reference

Download from Microsoft:

<http://www.microsoft.com/downloads/en/details.aspx?FamilyId=9044790B-4E24-4277-B714-66D7B18D0AA1&displaylang=en>

Run the Executable file



Hover the mouse pointer over a 2003 command to see its equivalent in 2007

* Inserting Pictures

Word is not a full blown Photo Editor. However, it provides Decent basic functionalities

To Insert Pictures

- On the Insert Tab click Picture

- Select a Photo from your file - Insert

- The picture is placed in line with text but can be surrounded by text

- Right click for menu and select text wrap

Click the inserted photo - the Picture Tools Tab is now available

Basic correction is available: Brightness, Contrast, Recolor, and Compress

Modifications applied here: from Format Tab, Frame, Shape, and 3D effect



*Formatting Text

- * Microsoft Word is a complete and sophisticated Word processor.
- * Many, many formatting functions are available
- * The next slide shows some examples of the many formatting possibilities
- * For more details, you may consider to attend the Microsoft Word SIG Classes

Microsoft Word is a very complete and sophisticated Word processor. Many, many formatting functions are available See example here

[Type the document title]

I

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab.

Header inserted. Will be repeated on each page

Format used: Font Type, Font size, and paragraph Indent

Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

Format used: Bold, Underline, Font Color, line spacing 1.5 and paragraph Justified

You can use these galleries to insert tables, headers, footers, lists, coverpages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

Format used: Drop Cap, Word Art, text Highlight and paragraph Right Aligned

You can also format text

directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Footer inserted. Will be repeated on each page

[Type text]

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