Word 2007 Notes

**The Ribbon** – the new user interface presents commands in tabs, replacing the traditional menus.

**The Office Button** – One location for all the things you can do with a ***file*** such as open, save, print, etc…

**Quick Access Toolbar** – A customizable toolbar that contains your most used commands.

***Changing the Font Size***

1. *Select the text you would like to change the size of*
2. *On the* ***Home*** *tab, in the* ***Font group****, click the* ***Font Size*** *arrow*
3. *Click the font size*

***OR***

1. *Select the text you would like to change the size of*
2. *Move the cursor slightly to display the* ***Mini Toolbar****, click the* ***Font Size*** *arrow*
3. *Click the font size*

***OR***

1. *Select the text you would like to change the size of*
2. *To* ***increase*** *the font size, click the* ***Grow Font*** *button and keep clicking until the desired font size is displayed.*
3. *To* ***decrease*** *the font size, click the Shrink Font button and keep clicking until the desired size is displayed.*

***Cut, Copy and paste text***

1. *Select the text you would like to cut, copy or paste*
2. *On the* ***Home*** *tab, in the* ***Clipboard*** *group, click the* ***Cut*** *or* ***Copy*** *button*
3. *Position the insertion point where you want the item to appear*
4. *On the* ***Home*** *tab, in the* ***Clipboard*** *group, click the* ***Paste*** *button*



Formatting Tasks

Basic Tasks

***Printing a file***

1. *Click the* ***Office button***
2. *Click* ***Print***
3. *Choose a printer, number of copies, and other printing options before printing*

***Saving a file***

1. *Click the* ***Office*** *button*
2. *Click* ***Save As***
3. *Click the* ***Save In*** *down arrow*
4. *Select the location where you would like to save the file*
5. *Type the file name in the File Name box*
6. *Click* ***Save***

***Opening a file***

1. *Click the* ***Office*** *button*
2. *Click Open*
3. *Click the* ***Look In*** *down arrow*
4. *Choose the folder or drive where the file is stored.*
5. *Choose the correct file.*
6. *Click* ***Open.***

***Exiting Microsoft Office 2007 Applications***

1. *Click the* ***Office*** *button*
2. *Select* ***Exit****.*

***Starting Microsoft Office 2007 Applications***

1. *Click the* ***Start*** *button*
2. *Point to* ***All Programs****, Microsoft Office, and then click the Microsoft Office 2007 application you wish to launch.*