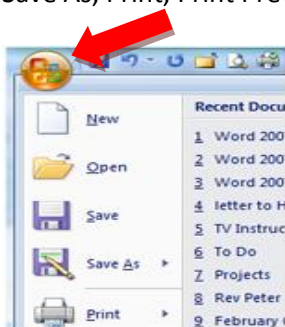
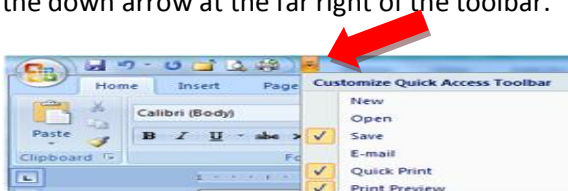


# 10 Tips for Using Word 2007

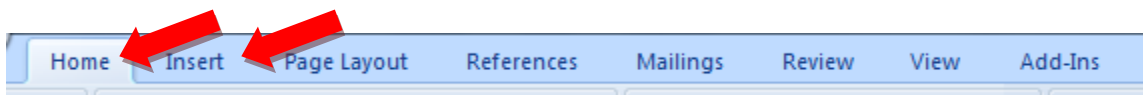
1. Use the Office Button (upper left corner) to find these commands: New, Open, Save, Save As, Print, Print Preview, Recent Documents and more.



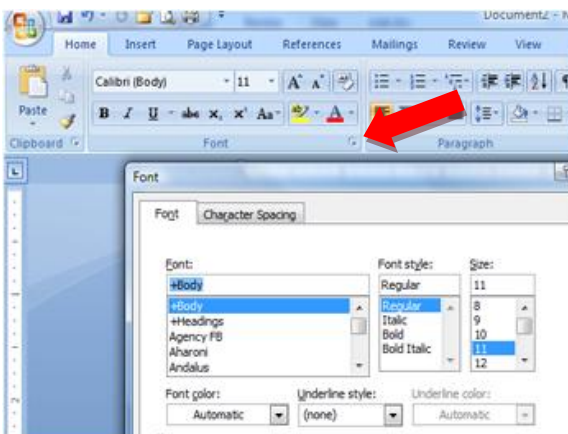
2. Customize the Quick Access Toolbar (upper left, next to the Office Button) by clicking on the down arrow at the far right of the toolbar.



3. Find the commands and options you use the most on the Home and Insert ribbons.

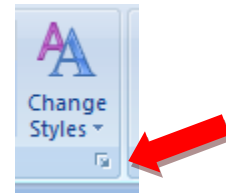


4. Need to use the familiar Word 2003 dialog boxes until you learn where everything is located on the Word 2007 ribbons? Click on the small arrows at the bottom of the ribbons to open dialog boxes. For example, click on the small arrow in the Font section of the ribbon to open the Font dialog box.

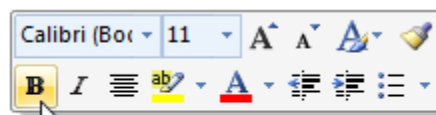


5. Want to use Times New Roman as the default font instead of Word 2007's new font, Calibri? Open the Font dialog box (see Step 4 above). Select Times New Roman and click the Default button.

6. Press the Enter key and Word will go down two lines, giving you a space between paragraphs. To go down just one line, hold the Shift key and press Enter. If you want the Enter key to work as it did in Word 2003 and go down only one line, change to the Word 2003 Style Set. (Style sets control the font, margins, line spacing, and spacing after paragraphs for the document.) Follow these steps to make the change:
  - a) In the Home tab go to the Styles group and click Change Styles
  - b) From the drop-down list select Style Set, Word 2003
  - c) Click again on Change Styles
  - d) From the drop-down list select Set as Default

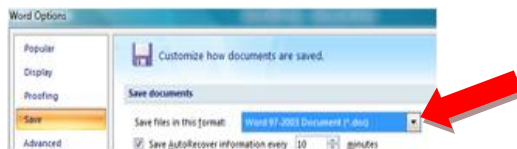


7. Use the mini toolbar for quick access to the font options. The toolbar appears when you highlight text or right click text.



This is important.

8. Make it easier for people using older versions of Word to open your document by saving it as a Word 97-2003 document. If you need to do this frequently, consider making “save as a Word 97-2003 document” the default. To do this, click on the Office Button and then click the Word Options button. In the Word Options window select Save in the left column and select Word 97-2003 as the default save. Note: People using older versions of Word may also download Microsoft’s Office 2007 Compatibility Pack which will allow them to open and edit Word 2007 documents.



9. Install the PDF add-in that lets you save documents in the PDF format. Find it by searching Google for Word 2007 PDF add-in.
10. Want to hide the ribbon to give you more screen space? Double click on the ribbon tab that you have open to minimize the ribbon. The tabs remain visible. Double click on any tab and the ribbon reappears. You can permanently minimize the ribbon from the Customize Quick Access Toolbar drop down menu.