Microsoft
Word
2007

Microsoft Word 2007

Document Basics

This brief document will guide you through the basics of creating, saving, opening, printing, and closing out of documents in Word 2007.

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Microsoft Word 2007

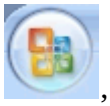
Creating a New Document

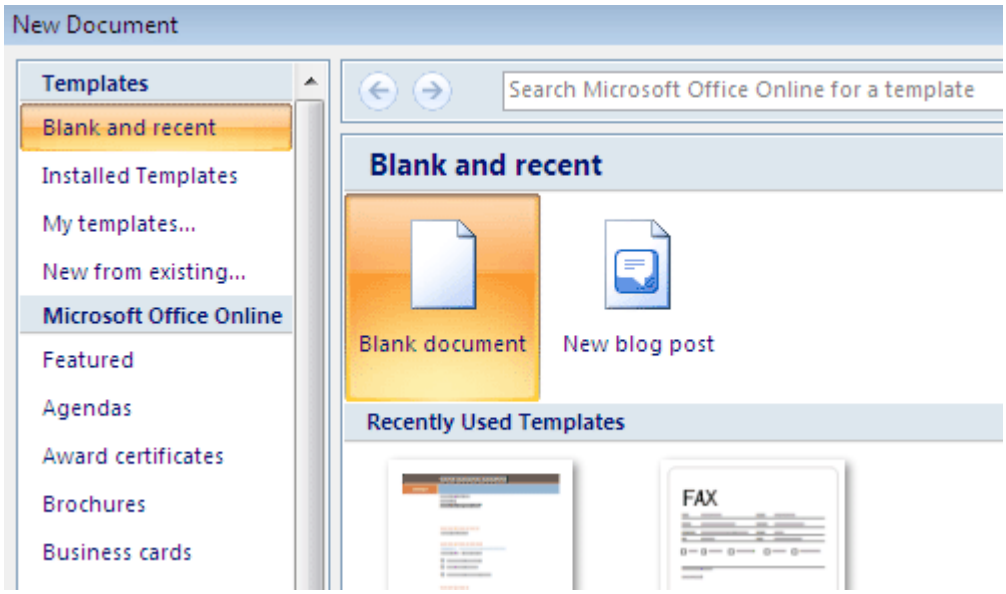
You can create new documents by using the menu option or the keyboard shortcut. The menu option gives you more options for choosing your new document, but the keyboard shortcut is the faster and easier way of getting a blank document on your screen.

Creating a New Document: Keyboard Option

1. Press [**Ctrl**] + [**N**]
   NOTES: A new blank document appears.
   This can be done under any command tab.

Creating a New Document: Menu Option

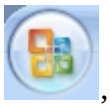
1. From the OFFICE BUTTON  , select ***New***
   The *New Document* dialog box appears.



2. From the *Blank and recent* section, click **BLANK DOCUMENT**
   A new blank document appears.

Opening an Existing Document

Follow these instructions to open already existing documents.

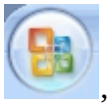
1. From the OFFICE BUTTON  , select ***Open***
   OR
   Press [**Ctrl**]+[**O**]
   The *Open* dialog box appears.
2. From the *Look in* pull-down list, navigate to and select the desired file
   HINTS:
   All Word document files are displayed.
   If the desired file is not listed, it may have another file extension. From the *Files of type* pull-down list, select ***All Files***.
3. To open the file, click **OPEN**
   The document is opened.

Saving a Document

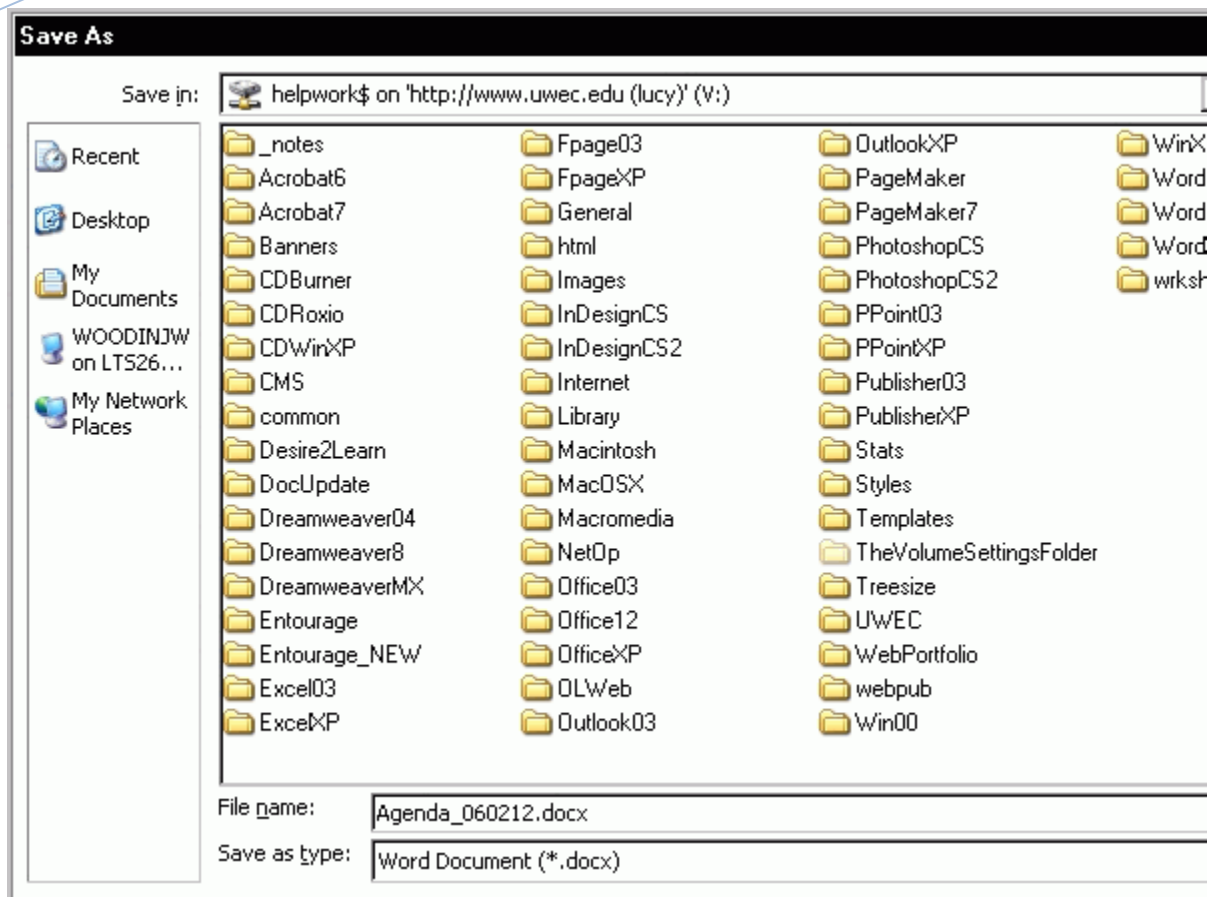
The *Save* and *Save As* commands are located within the *File* menu. If you are saving a document for the first time, both selections will take you to the *Save As* dialog box.

Saving a Document: First Time

Use this option if you are saving your document for the first time or if you are saving an already saved file under a new name.

1. From the OFFICE BUTTON  , select ***Save As***

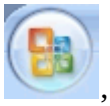
   NOTE: Do not click on the side arrow as it will not allow the *Save As* function to occur.
   The *Save As* dialog box appears.



2. From the *Save in* pull-down list, make the appropriate selection:
   To save to your H: drive or another network drive, select ***(H:)*** or another network drive
   HINT: For a quicker way to find files, use the *Places Bar*. For more information, refer to The Office 2007 Environment.
3. In the *File name* text box, type a ***filename***
   HINTS:
   To help you locate the file in the future, use a descriptive filename.
   Do not include a file extension; Word automatically adds a **.docx** extension.
4. OPTIONAL: From the *Save as type* pull-down menu, select the type of file
   NOTE: To share this file with users who have a previous version of Word, save as a Word 97-2003 file.
5. Click **SAVE**
   The document is saved.

Saving a Document: Subsequent Times

Use the *Save* command to save a document that has already been named and saved. If you select the *Save* command and you have not saved the document before, the Save As dialog box will appear. Use the *Save* command frequently to save changes to your document.

1. Press [**Ctrl**] + [**S**]
   OR
   From the OFFICE BUTTON  , select ***Save***
   OR
   On the *Quick Access Toolbar*, click **SAVE**
   The document is saved under the current filename.

Printing a Document

When you want to print your document, you can use Print Preview, under the file menu, to see how your document will be printed. When you are ready to print, you can print directly from the *Print Preview* screen, or use the Print menu option. You can also change the default printer for future documents.

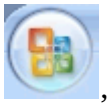
Printing a Document: Using Print Preview

The *Print Preview* feature is useful for viewing your document prior to printing. You can also print directly from the *Print Preview* screen.

1. Click the **OFFICE BUTTON**
   The OFFICE BUTTON menu appears.
2. From the OFFICE BUTTON menu, click the ▸ next to **PRINT**
   The *Preview and print the document* submenu appears.
3. In the *Preview and print the document* submenu, click **PRINT PREVIEW**
4. To return to your document without printing, on the *Print Preview* command tab, click **CLOSE PRINT PREVIEW**
   Print Preview closes.

   To print, on the *Print Preview* command tab, in the *Print* group, click **PRINT**
   The *Print* dialog box appears.
5. From the *Name* pull-down list, select the desired printer
6. In the *Page range* and *Copies* sections, make the desired selections
   HINT: For more information about page range options, refer to Printing Options for Specific Pages.
7. To print your document, click **OK**

Printing a Document

1. From the OFFICE BUTTON  , click **PRINT**
   OR
   Press [**Ctrl**] + [**P**]
   HINT: Do not click the *Print* options arrow, which brings up only the *Quick Print* or *Print Preview* options.
   The *Print* dialog box appears.
2. From the *Name* pull-down list, select the desired printer
3. In the *Page range* and *Copies* sections, make the desired selections
   HINT: For more information about page range options, refer to Printing Options for Specific Pages.
4. To print your document, click **OK**
   The document is printed.

Printing a Document: Quick Print Option

WARNING: When you use this option, all pages of your document are printed. This print process does not take you through the *Print* dialog box, so you cannot select any print options.

1. Click the **OFFICE BUTTON**
   The OFFICE BUTTON menu appears.
2. From the OFFICE BUTTON menu, click the ▸ next to **PRINT**
   The *Preview and print the document* submenu appears.
3. In the *Preview and print the document* submenu, click **QUICK PRINT**
   Your document prints instantly.

Printing a Document: Setting a Default Printer

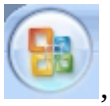
To make printing faster and easier, you can set a default printer that will automatically be used every time you print.

1. Click the Windows *Start* button, select ***Printers and Faxes***
   The *Printers and Faxes* window appears.
2. Right click the desired printer » select ***Set as Default Printer***
   The default printer is set.
3. To save the changes, close the window

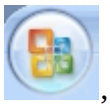
Closing a Document

When you are finished working on your document, you have two options, depending on whether you are finished using Word or not.

Closing a Document: Continuing Word

1. From the OFFICE BUTTON  , click **CLOSE**
   If you have made changes that have not been saved, a prompt appears asking you if you want to save the document.
2. To save the document, click **YES**
   To close without saving, click **NO**
   To continue working, click **CANCEL**
3. Open another document or create a new document

Closing a Document: Exiting Word

1. From the OFFICE BUTTON  , click **EXIT WORD**

   OR
   Click **CLOSE** ✕ in the upper right corner of the Word window
   If you have made changes that have not been saved, a prompt appears asking you if you want to save the document.
2. To save any open document(s), click **YES**
   To close without saving, click **NO**
   To continue working, click **CANCEL**