

Customizing & Automating Word 2007/2010

Customizing Word

File locations

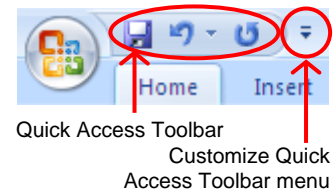
1. Click on the Office button – Word Options (Word 2007) or File tab – Options (Word 2010). Under Advanced, scroll down and click on the File Locations button (near the bottom).
2. In the File types list, click on the file location you wish to modify:
 - **Documents:** default location for opening & saving files (set o the where you store most of your files)
 - **AutoRecover files:** location for recovered documents saved when Word or your computer crashes (it's best to leave this set to Word's default)
 - **User templates:** location for templates that you create (it's best to leave this set to Word's default)
 - **Workgroup templates:** location for shared templates on the network (for campus computers, for Word 2007 or 2010, this should be i:\msoffice.2007\Templates)
3. Click the Modify button. Navigate to the desired folder and click once to highlight it. Click OK – OK – OK.

The Dictionary

1. From the Review tab, click the Spelling & Grammar button.
2. When the spell-checker finds an unrecognized word that you wish to add to the dictionary, click on Add.

The Quick Access Toolbar

In Office 2007, you can't customize the ribbon at all – no moving, adding, or removing tabs, buttons, or toolbars. Fortunately this was remedied in Office 2010. In Office 2007 or 2010 you can customize the “Quick Access Toolbar,” the row of small icons above the ribbon in the upper left corner (shown at right).



To add a button to the Quick Access Toolbar, click the Customize Quick Access Toolbar menu (indicated at right) and choose the item you wish to add. To add options that aren't on that list, choose More Commands. (This is also where you can customize the ribbon in Office 2010.) Select the items you wish to add and click the Add >> button. When finished, click OK.

You can also right-click on any button in the ribbon and choose Add to Quick Access Toolbar.

To delete a button from the Quick Access Toolbar, right-click on it and choose Remove from Quick Access Toolbar.

You can also move the Quick Access Toolbar below the ribbon if you prefer. To do so, click the Customize Quick Access Toolbar menu and choose Show Below the Ribbon.

Auto -completion

The AutoCorrect feature allows you to correct common typographic errors, many of which are already supplied, and also to expand or insert strings of text that you type frequently, such as the name of your department or “St. Norbert College.”

1. Click on the Office button – Word Options (Word 2007) or File tab – Options (Word 2010). On the left side, click on Proofing, then click the AutoCorrect Options button.
2. On the AutoCorrect tab, under “Replace text as you type,” enter the text you wish to have replaced, e.g., “snc”, and the text you wish it to be replaced with, e.g., “St. Norbert College”, then click the Add button.
3. Add as many entries as you wish, then click OK – OK.
4. When typing one of these words in a document, it will be inserted automatically. To prevent this, click Undo or press Ctrl+z immediately after the auto-correction takes place.

Other customization options

Many additional customization options are available under the Office button – Word Options (Word 2007) or File tab – Options (Word 2010).

Templates

Templates are preformatted documents that make it easy to create letters, memos, faxes, and other documents.

Using templates

1. Click on the Office button (Word 2007) or File tab (Word 2010), then choose New.
2. On the left, choose a category. “My templates” refers to those already on your computer or in the shared template location you have defined (see File locations section above). “Installed templates” refers to those that came with Word, and all of the categories under “Microsoft Office Online” are those which you can download from Microsoft (this is safe to do and may require you to agree to a license).
3. Once you select a template, double-click it and it will download if necessary and then open as a new document.

Creating templates

1. To create a new template based on an existing document, open the document you want to use and make the necessary changes, or create the document from scratch with the necessary text and formatting.
2. To base a new template on an existing template, click on (Word 2007) or File tab (Word 2010) and choose New. Locate a template similar to the one you want to create, click once on it, and in the lower right corner next to “Create new,” choose Template instead of Document, then click the Create button.
3. In the new template, add all of the text, graphics, and formatting (margins, page size and orientation, etc.) that you want to appear in new documents based on this template.
4. When finished, click on (Word 2007) or File tab (Word 2010) and go to Save As – Word Template.
5. Choose where you want to save it and type a name for it, then click Save.

Macros

A macro is a series of commands and instructions grouped together as a single command. Macros allow you to automate repetitive tasks. To work with macros, you first need to display the Developer tab. In Word 2007:

1. Click on the Office button, then click on Word Options.
2. Under Popular, check the “Show Developer tab in the Ribbon” box and click OK.

In Word 2010:

1. Click on the File tab and go to Options.
2. On the left side, click on Customize Ribbon.
3. On the right side, check the Developer box, then click OK.

Recording macros

1. On the Developer tab, in the Code group, click Record Macro.
2. To assign the macro to a button on the Quick Access Toolbar, do the following:
 - a. Click Button.
 - b. Under “Customize Quick Access Toolbar,” select the document in which you want the macro to be available. **Important:** To make your macro available in all documents, choose Normal.dotm.
 - c. Under “Choose commands from,” click the macro that you are recording, then click Add.
 - d. To customize the button, click Modify.
 - e. Under Symbol, click the symbol that you want to use for your button.
 - f. In the “Display name” box, type the macro name that you want to display as a tool tip (when you point to it).
 - g. Click OK – OK to begin recording the macro.
3. To assign the macro to a keyboard shortcut, do the following:
 - a. Click Keyboard.
 - b. In the Commands box, click the macro that you are recording.
 - c. In the “Press new shortcut key” box, type the key sequence that you want, then click Assign.
 - d. Click Close to begin recording the macro.

4. Perform the actions that you want to include in the macro. Note that when you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to select text.
5. To stop recording your actions, click the Stop Recording button in the Code group on the Developer tab.


Using macros

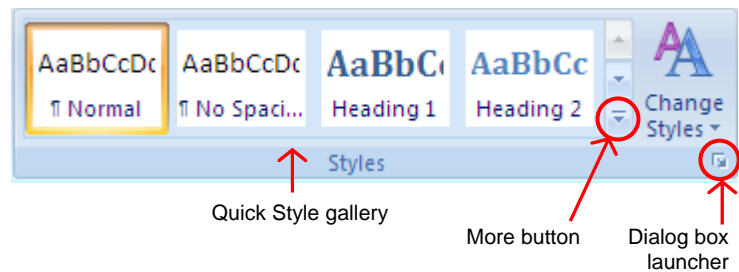
1. On the Developer tab, in the Code group, click Macros.
2. In the list under Macro name, click the macro that you want to run.
3. Click Run.

Styles & Formatting

Styles define the appearance of text elements in your document, such as headings, lists, and body text. Styles allow you to apply multiple formatting characteristics to a paragraph or word in a single operation. Styles make formatting documents faster and easier, and they also serve as building blocks for tables of contents and indexes. You can modify the default styles that Word comes with, and you can create your own styles.

All style options are on the Home tab in the Styles group:

- the Change Styles button, which has several options hidden within it,
- the “Quick Styles” gallery, which can be expanded to show more styles by clicking on the “More” button, and
- the dialog box launcher  in the lower right corner, which opens the Styles list (not shown).



To see all text in the document that uses a particular style, right-click on the style in the gallery and choose “Select All ## Instance(s).”

To apply a style, highlight the text you want to change and click on the desired style in the “Quick Styles” gallery on the Home tab.

To clear all formatting from the selected text (to change it back to “Normal” style), click the gallery’s More button and choose Clear Formatting.

Modifying an existing style (& changing the default font)

1. Right-click on the style you wish to modify in the “Quick Styles” gallery and choose Modify. To change the default font, modify the “Normal” style.
2. Click on the Format button and select the aspect of the style you wish to change.
3. Choose the desired formatting. To redefine the style permanently (for all new documents), choose “New documents based on this template.” Do **not** check the “Automatically update” box!
4. Click OK.

Creating a new style

1. Click the Dialog Box Launcher to open the Styles list.
2. Click the New Style button in the lower left corner.
3. Enter a name for the style and select the formatting you want. Choose Font for font formatting (font, size, bold, italics, etc.) or Paragraph for paragraph formatting (indenting, alignment, etc.)
4. To make the style available in new documents based on the same template, choose “New documents based on this template.” Do **not** check the “Automatically update” box!
5. Click OK.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.