

Word 2007/2010: Introduction

This handout is primarily for those who are moving from Word 2003 to Word 2007 or 2010, and covers things that are specific to Word. For Office 2007/2010 installation instructions, see the handout *Getting Started with Office 2007 or 2010*, at <http://www.snc.edu/techsupport>.

Interface & file formats

The first thing you'll notice when switching from Word 2003 to Word 2007 or 2010 is that the screen looks very different from the earlier versions. The menus and toolbars have all been replaced by something across the top called the "ribbon." In addition, Office 2007 and 2010 programs save files in new formats that are not compatible with older versions without a converter. For an explanation of the formats and new features common to most Office 2007 and 2010 programs, see the handouts *Office 2007-2010: Getting Started* and *Office 2007-2010 File Formats: Compatibility & Conversion*, at <http://www.snc.edu/techsupport>.

Settings/defaults

As in any version of Office, there may be things you wish to change to suit your personal preferences. Feel free to explore the options and set things the way you like, but be aware that it may not be possible to transfer your customized settings when you get a new computer or move to the next version of Office. Most of the settings/options are found in Word 2007 under the Office button – Word Options, and in Word 2010 under the File tab – Options.

Views

The default view is Print Layout. The view that used to be called "Normal" is now called Draft. To change layouts, go to the View tab.

File locations

To change the default file location in Word 2007, go to the Office button – Word Options – Save. Next to Default file location, click the Browse button, choose your location (e.g., J:\compserv\docs\), and click OK – OK.

To change the default file location in Word 2010, go to the File tab – Options – Save. Next to "Default file location," click the Browse button, choose your location (e.g., J:\compserv\docs\), and click OK – OK.

SNC Templates

To access the SNC templates (SNC nametags, SNC notecards, etc.), go to the Office button – Word Options (2007) or File tab – Options (2010). On the left side, click on Advanced. Scroll down and click on the File Locations button. Click on "Workgroup templates", then click the Modify button. Navigate to I:\msoffice.2007\Templates\ (this will work in 2007 or 2010), then click OK – OK – OK.

Default fonts

Starting with Office 2007, the default fonts are no longer Times New Roman & Arial, and many default styles use colors other than black. To change the defaults, find or create a font set you like, then set it as the default. To do so, first open a new blank document. On the Home tab, click on the Change Styles button, go to Fonts, and click on the desired font set (a heading font and a body font). A set that many people might like is called "Office Classic," which uses Times New Roman for body text and Arial for headings. If you need to create your own custom set, choose Create New Theme Fonts from the bottom of the Fonts menu. Many of the pre-defined styles are in various colors, making them inappropriate for most documents. To change to black and white, click the Change Styles button again, go to Style Set, and choose Default (Black and White). To make your chosen style set the default for all new documents, click on the Change Styles button again and choose Set as Default. When you close Word, it will ask if you want to save the blank document. You can click No. If it asks if you want to save the change you made to the Normal or default template, say Yes.

Copying & pasting

When pasting or dragging text, a "Paste options" icon appears offering options related to the formatting of the pasted text. You may find this feature useful for controlling formatting when merging text from one document into another. If the pop-up icon bothers you, you can turn it off: go to Office button – Word Options – Advanced (2007) or File tab – Options (2010). Under Cut, copy, and paste, uncheck "Show Paste Options button."

AutoCorrect

The same old annoying AutoCorrect behaviors still haunt the newer versions Word. The settings to control them are under the Office button – Word Options (2007) or File tab – Options (2010), then Proofing – AutoCorrect Options. The AutoCorrect and AutoFormat As You Type tabs contain most of the annoying things you’ll probably want to turn off, like “Capitalize first letter of table cells,” and “Set left- and first-indent with tabs and backspaces.”

Common features/tools

Tables

To insert a table, go to the Insert tab and click the Table button. There, the empty boxes represent table cells. Click and drag over the boxes to indicate how many rows and columns you want in your table. Alternately, you can choose Insert Table to see a dialog box that allows you to specify the number of rows and columns.



Once a table is inserted and your cursor is somewhere in it, two additional “Table Tools” tabs will appear on the ribbon. When you click outside of the table, these tabs will disappear. Those tabs are where you access all of the commands for formatting and editing your table. The Design tab contains the formatting options (colors, borders, shading, etc.) and the Layout tab contains the editing options (inserting and deleting rows & columns, merging cells, alignment, margins, etc.)

Images

To insert pictures, clip art, charts, shapes, and other graphical items into documents, go to the Insert tab. With Office 2007, a new option called “SmartArt” offers options for inserting many types of organization charts, flow charts, and many other types of diagrams.

Styles & Formatting

Most of the formatting commands are on the Home tab in the Font group (bold, italic, font, size, etc.), the Paragraph group (bulleted lists, numbered lists, indentation, alignment, etc.), and the Styles group.

The Styles group, shown at right, contains the “Quick Styles” gallery, ready-made styles that are easy to apply, and the Change Styles button. If you hold your mouse over one of the quick styles, you’ll see a preview of what the style would look like if applied to the highlighted text or the current paragraph (if no text is highlighted). You can scroll through the styles using the scroll buttons on the right, or to see more styles at once, click the More button , or the Dialog Box Launcher  to open the Styles list (the Styles list does not offer the live preview feature).



Again, many of these pre-defined styles are in various colors, making them inappropriate for most black-and-white documents. To change to black and white, go to Change Styles – Style Set – Default (Black and White).

To apply a style to text in your document, highlight the text and click on one of the styles in the Quick Styles gallery.

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

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 modify a style, right-click on it in the gallery or in the Styles list and choose Modify.

To create a new style, click the Dialog Box Launcher to open the Styles list, then click the New Style button in the lower left corner. Enter a name for the style and select the formatting you want. 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! Click OK.

Where did it go?

Probably the most common question you'll have when switching from Word 2003 to 2007 or 2010 is "Where is...?" Here are some common items:

Alignment	The paragraph alignment buttons (left, centered, right, & justified) and indentation buttons are on the Home tab in the Paragraph group.
Column breaks	Column Breaks can be inserted from the Breaks command on the Page Layout tab.
Columns	The Columns command is on the Page Layout tab.
Copying & pasting	The cut, copy, and paste buttons are on the left side of the Home tab.
Envelopes	The envelopes command is on the Mailings tab.
Find/Search & Replace	The Find and Replace commands are on the right side of the Home tab.
Font	The font-related formatting commands – bold, italic, font, size, etc. – are on the Home tab in the Font group.
Footnotes & Endnotes	Footnotes & Endnotes are found on the Reference tab.
Headers & Footers	The Header & Footer commands are on the Insert tab.
Labels	The labels command is on the Mailings tab.
Line spacing	Options for line spacing and adjusting space before & after paragraphs can be found on both the Home and Page Payout tabs in the Paragraph group.
Lists	Bulleted and numbered lists are on the Home tab in the Paragraph group.
Macros	Macros are on the right side of the View tab.
Mail Merge	The mail merge commands are on the Mailings tab.
Margins	Margins are on the Page Layout tab. To type in the numbers you want to use, you have to click on the Margins button and choose "Custom Margins" from the bottom.
Page breaks	The Page Break command is on the left side of the Insert tab. Page breaks can also be inserted from the Breaks command on the Page Layout tab.
Page Numbers	The Page Number command is on the Insert tab.
Page setup	All of the things that used to be under Page Layout – margins, orientation, size, etc. – are now on the Page Layout tab.
Printing	To access the Print & Print Preview commands, click the Office button and choose Print.
Section breaks	Section Breaks can be inserted from the Breaks command on the Page Layout tab.
Spell-check	The Spelling & Grammar command is on the Review tab.
Symbols	To insert symbols or special characters, go to the Symbol command on the right side of the Insert tab.
Text Boxes	The Text Box command is on the Insert tab.
Track Changes	The Track Changes feature is on the Review tab. <i>*Caution:</i> If you use the Track Changes feature, you'll notice that it's changed. Since most people don't use this feature, it will not be discussed here. Just be aware that although you can hide the visible revision marks ("Markup"), all changes made while Track Changes is turned on remain part of the document until they are accepted or rejected. If you use this feature, you'll probably want to read Word's Help information on this topic.
Undo	The undo button is on the "Quick Access Toolbar" in the upper left corner.

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.