

2. Word 2007 Working with Documents

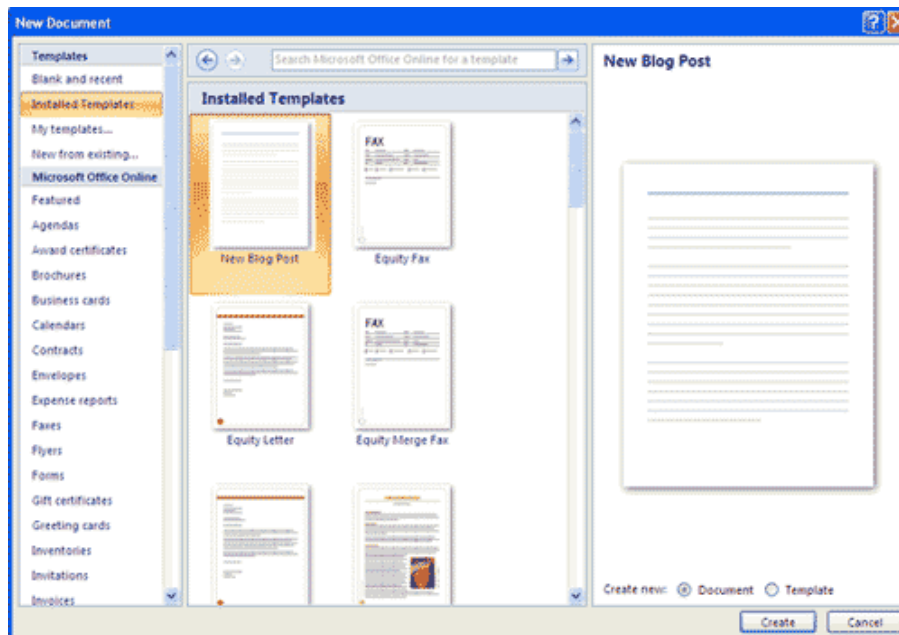
Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:



- Click the **Microsoft Office Button** and Click **New** or
- Press CTRL+N (Depress the CTRL key while pressing the “N”) on the keyboard

You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.



Opening an Existing Document

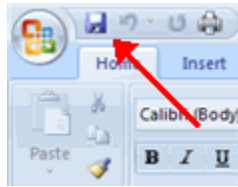


- Click the **Microsoft Office Button** and Click **Open**, or
- Press CTRL+O (Depress the CTRL key while pressing the “O”) on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window

Saving a Document



- Click the **Microsoft Office Button** and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the “S”) on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar



Document Views

There are many ways to view a document in Word.

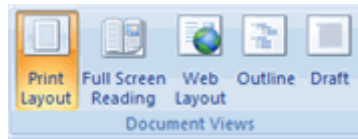
- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen



or:

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.

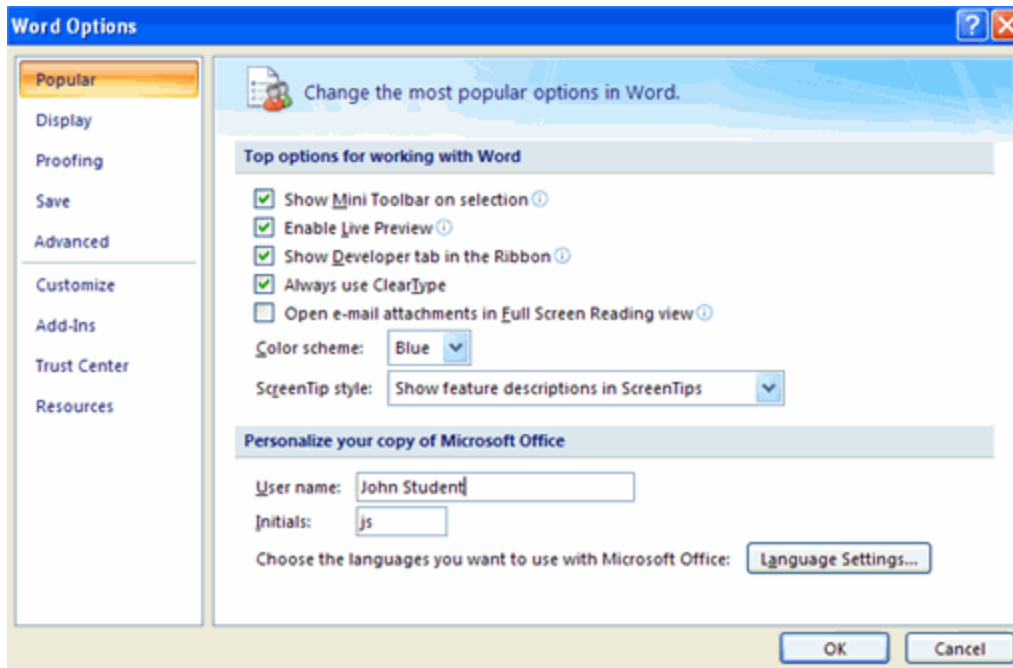


Word Options – Use to customize your Word Word 2007 offers a wide range of customizable options that allow you to make Word work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Word Options** in the bottom right

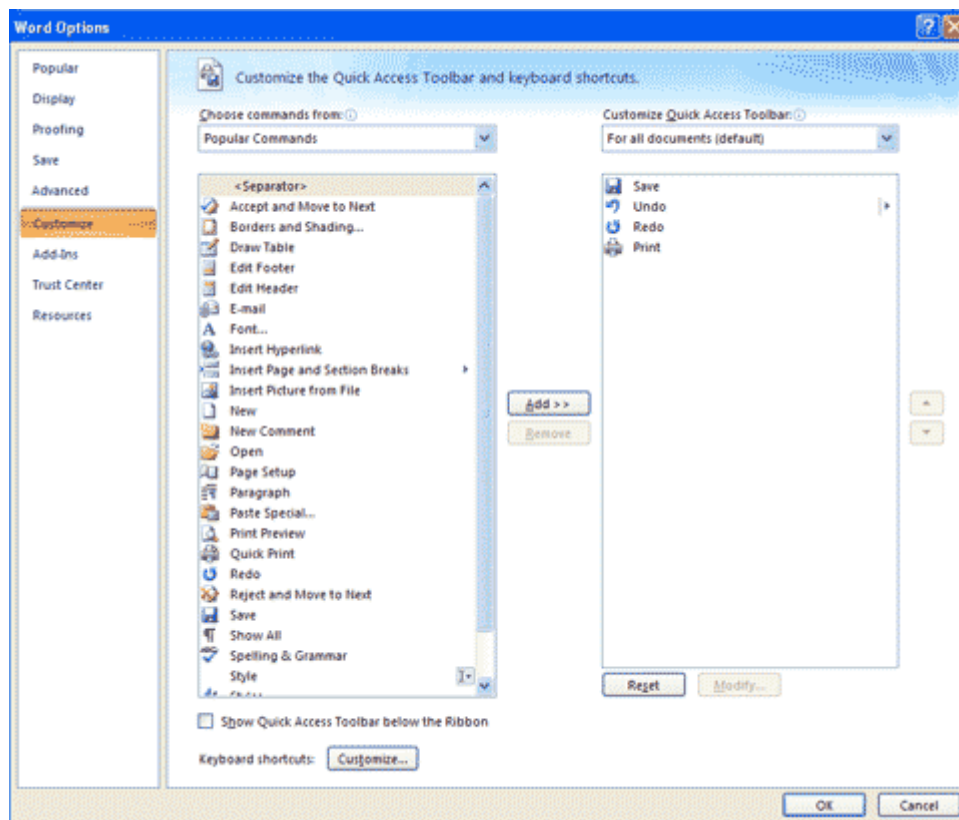
Popular

These features allow you to personalize your work environment with language, color schemes, user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



Close a Document

To close a document:

- Click the **Office Button**
- Click **Close**