Word 2007 2

Basic Formatting

Objectives

- Customize Word 2007 document view.
- Learn basic page layout changes.
- Learn to change page background
- Basic Character Formatting

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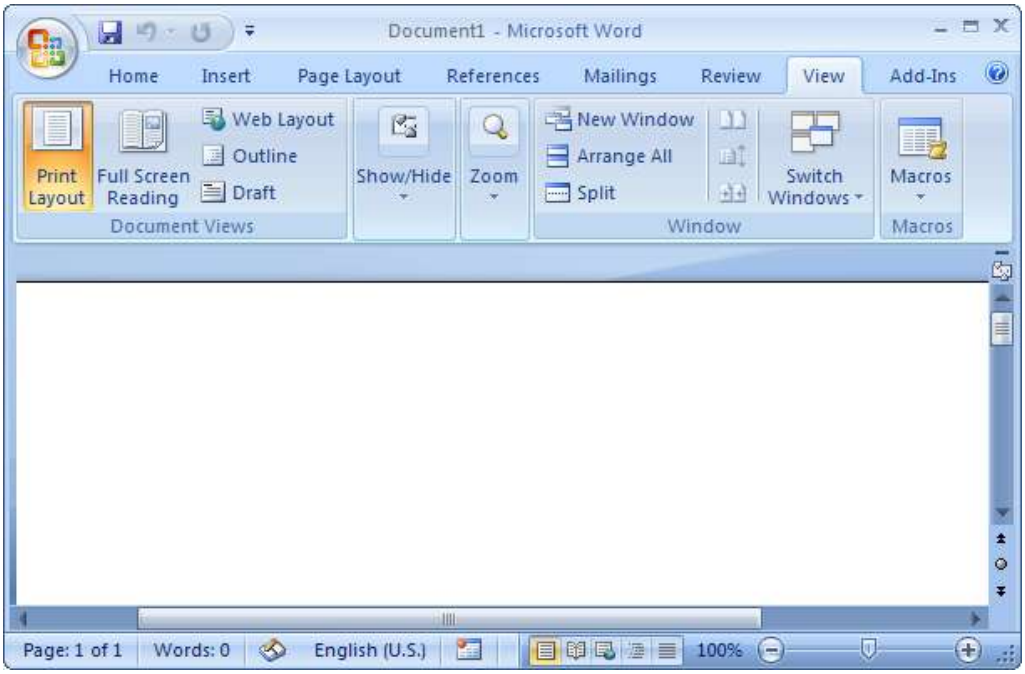
Word Document View

In Word, you can display your document in one of five views: Page Layout, Full Screen, Web Online and Draft.



Print Layout View

This is the default view for Word 2007. It was call Normal view on previous version of Word. This view show what the actual page would look like printed. It is show the whole page view with margins, header and footer area, The View can be changed using the task bar.

Reading Layout

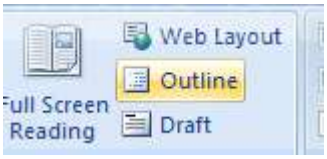
Reading Layout view formats your screen to make reading your document more comfortable.

Web Layout

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed. This is the default view for Word 2007.



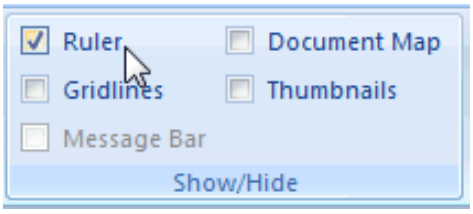
Outline view

Outline view displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it.

Draft view

Outline view displays the document in outline form.

Show/Hide



Ruler

View the rule. Horizontal and vertical rule is display to show margins and tabs

Grid Line

Turn on the aid in alignment of graphic on the page.

Document Map

Display outline pane on the left of your document. You can navigate through the document structure.

Thumbnail

Display thumbnail pane on the left of your document. Display icon of each page similar to a presentation.

Zoom

Display a dialog box to customize the Zoom Level. You can enter any amount in %.

100%

Zoom the document to100% of normal view.

One Page

Zoom the document so that the entire page fits in the window.

Two Page

Zoom the document so that the two pages fits in the window.

Page Width

Zoom the document so that the entire page resizes to the windows.

Another method it to use the zoom slide on the task bar location on the lower right corner of the Windows.

Window

New Windows

Open a new window containing a view of the current document.

Arrange All

Tile all programs windows side by side in the screen.

Split

Split the current window into 2 parts. You can view different section of the same document on the same window.

Page Layout Ribbon

Page Setup Group

Margins

Select the margin sizes for entire document or current section.

Orientation

Change page orientation to either landscape or portrait.

Margins

Split text into tow or more column for entire document or current section.

Break

Insert either Page Break or Section Break. There are three type of page break: Page, Column and Text Wrapping. Section Breaks can start on next page, be continuous or start on the next even or odd page

You can use section breaks to change the layout or formatting of a page or pages in your document. For example, you can lay out part of a single-column page as two columns. You can separate the chapters in your document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document.

Hyphenation

Turn on word hyphenation, which allows word to break between syllables.

Page Background Group

Watermark

Insert a ghost graphic behind the context of the page, like “Top Secret Urgent”.

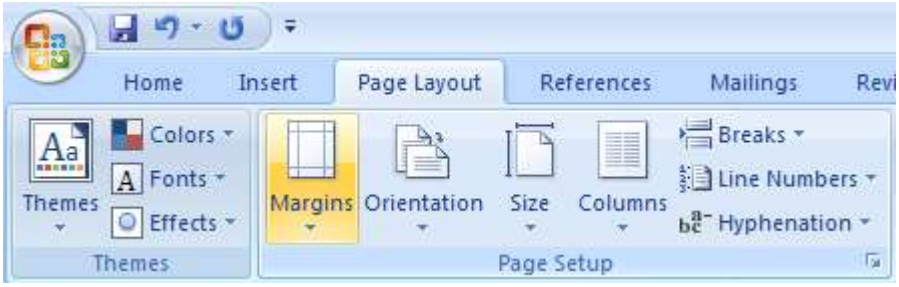
Page Color

Choose a color for the background of the page.

Page Border

Add and border or frame around the page.

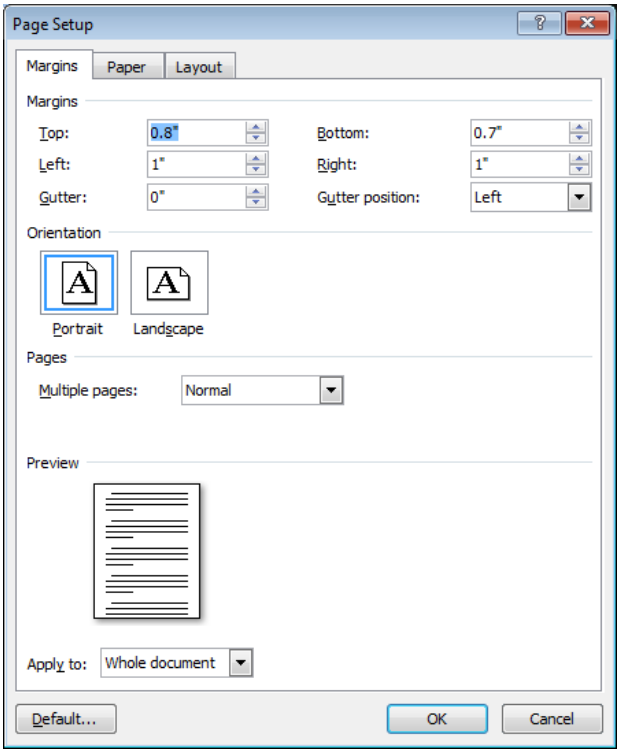
Page Setup



1. Open Word to a blank document
2. Click the **Page Layout Tab**
3. Click the ◢ in the **Page Setup** section.
4. The follow dialog box will appear:

Or

1. Click the Margin button.
2. Click Custom Margin…



Margin Tab Options

The **Margins** tab will allow you to set **margins** for your entire document before **or** after you start typing your document. Margins can be changed for the entire document or for specific pages.

The default page settings include:

Margins:	**Top**	**1”**
	Bottom	**1”**
	Left	**1.25”**
	Right	**1.25”**

To change default settings, make the desired changes and click the **Default** button at the bottom of the window. All new documents will use these revised settings.

Exercise Change margin settings:

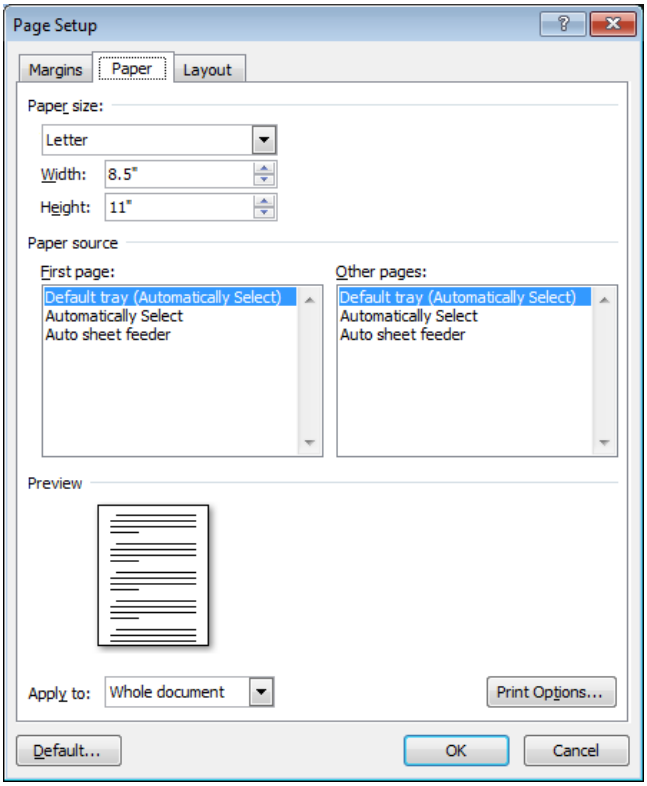
3. Change your current settings to the following but do not set them as the default:

Margins:	**Top**	**0.8”**
	Bottom	**1”**
	Left	**1”**
	Right	**1”**

4. The **Layout** tab option lets you select paper size and orientation (portrait or landscape)

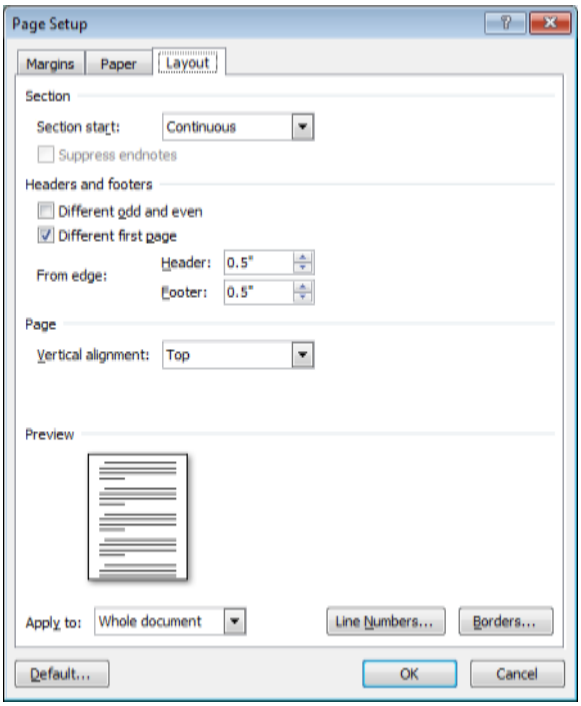
Page Tab Options

The **Paper source** tab lets you select the paper size and printer trays :

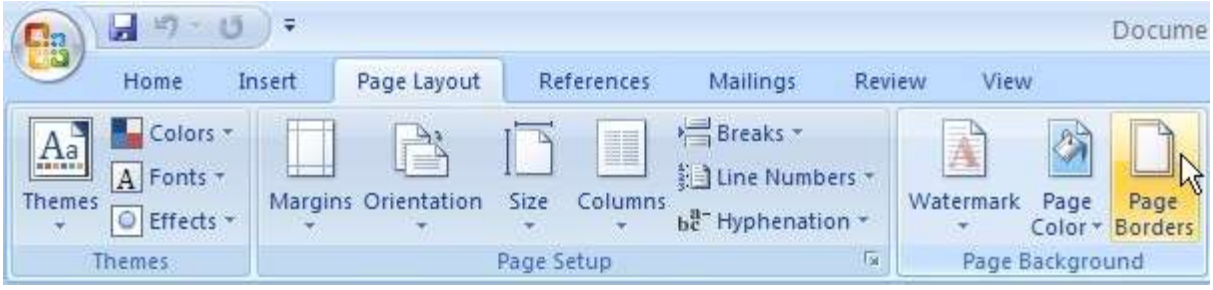


Layout Tab Options

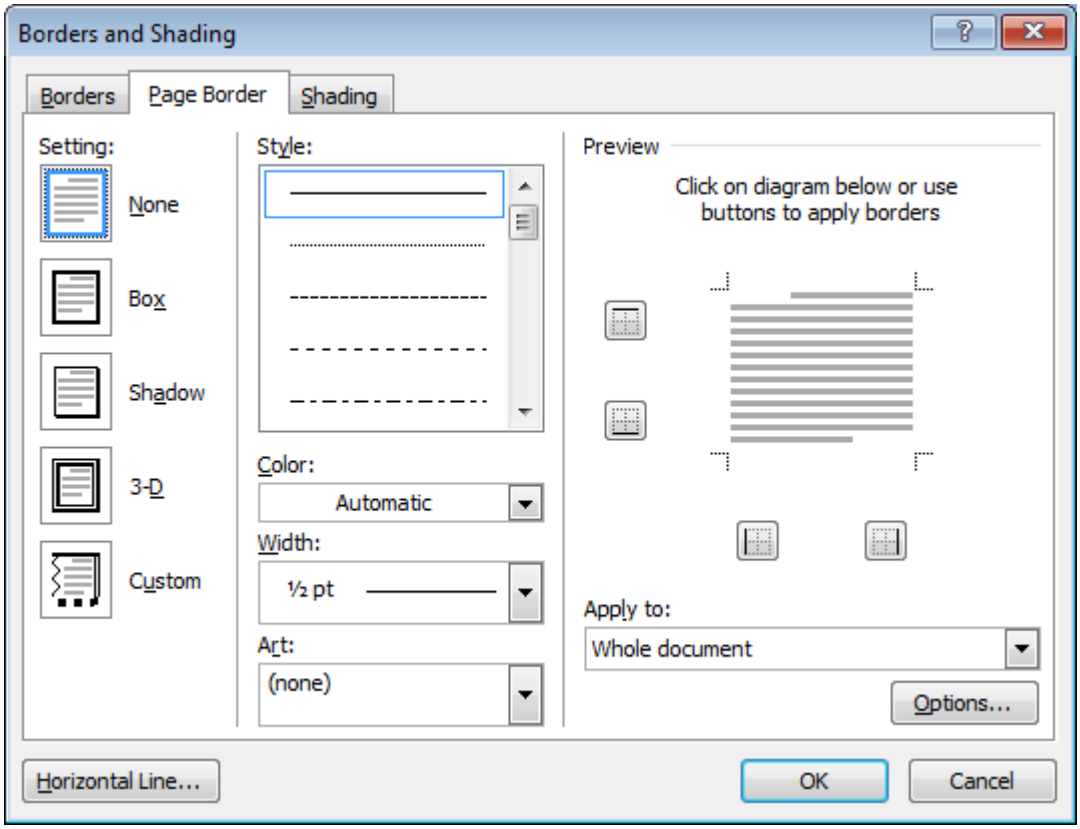
The **Layout** tab allows you to select options for your headers and footers and page borders.



Page Borders



Click the Page Borders button in the Page Background section. The following **Borders and Shading** dialog box will appear:



Character Formatting

Character formatting will change the appearance of your text or characters. You may select from over 70 font types, make your characters as large or small as you want by changing the font size, and apply **bold**, *italic*, <u>underlining</u>.

Character formatting such as Fonts, sizing and appearance features may be selected before or after you type your text. If you are go to format existing text, you must learn how to select the test area to perform the formatting.

Basic Selection

Single Word	Double-Click
Paragraph	Triple-Click
Whole Document	Ctrl+A
Custom Selection	Drag & Drop
Contiguous Select	Use the **Shift** Key

Basic Insertion Point Shortcuts

Beginning of line	Home
End of line	End
Top of document	Ctrl + Home
End of document	Ctrl + End
Jump word right	Ctrl + →
Jump word left	Ctrl + ←

Deleing Shortcuts

Delete Word Left	Ctrl + Backspace
Delete Word Right	Ctrl + Delete

Quickly Format a Single Word

To quickly format a single word, place the blinking cursor anywhere within the word and click one or more of the formatting buttons, **Bold, Italics or Underline (or use the keyboard strokes, Ctrl+B, Ctrl+I, Ctrl+U).**

Sitting inside the desired word will allow you to format the entire word.

Exercise 1. *Formatting a Single Word*

1. Open the file: Sample Document.doc
2. Click anywhere on the word and then click on the Bold button, or press [Ctrl+B]. No need to highlight the entire word!!

Note: If you use Ctrl+B to use the Bold formatting, watch out! If you inadvertently hit Ctrl+N you will open a new document and you may think you've lost your current document. You can return to your current document using the Windows menu command.

☛ *Exercise Change character properties:*

3. Open the file: **Sample Document.doc**
4. Select the word WARNING using one of the following methods:

   Click and drag over the word

   -or-

   Click **two times** on the word to select it.
5. Select font type **Comic Sans MS, size 48, Bold, Italics**
6. Center the word WARNING on the page
7. Click on the first line "This machine is subject to breakdowns during periods of critical need."

8. Select the font type and size of your choice
9. Make the first line Centered, Bold and Underlined.

☛ ***Exercise Change character properties and select DEFAULT font:***

1. On a new document, type the words **My Properties.**
2. Select these words using one of the following methods:
3. click and drag over the title

-or-

1. Click **three times** on the title
2. Select font type Arial, size 48, Center, Bold and Italics.

Notes