


Using Microsoft Word 2007

There are many places to find help in using Microsoft Word 2007. Links are included here to documents on our web site and to a couple places on Microsoft's web site that you might find helpful.

We've created the following documents to help you get started. Click on the link below that best fits the information you need.

- Microsoft Office 2007 looks very different from previous versions. If you are already familiar with Word, click [Microsoft Word 2007 Changes](#) to see the changes for the basic functions.
- If you are unfamiliar with Word and need to write a basic paper, click [Write a Paper in Microsoft Word 2007](#).
- If you want to know how to do more things in Microsoft Word 2007, click [Additional Help in Using Microsoft Word 2007](#). This document includes how to insert pictures, change line spacing, indent text, manually begin a new page, find synonyms, save a file as a .pdf, and present information in columns by using a table.

The following are links to Microsoft web sites:

- If you've used previous versions of Word, a useful link to find how a command now works in Word 2007 is Microsoft's interactive guide. Click on the Help icon  (or press **F1**) and type *Word 2003 to Word 2007 command reference guide* in the **Search** text box to go to this site. (Or click [Interactive: Word 2003 to Word 2007 command reference guide](#) to go directly to it.) Then click on [Start the guide](#).
- If you want further training in Microsoft Word 2007, you may want to go to *Microsoft Office.com* and then click on the *All training* link in the "Find training" section. Click on the *Training Roadmaps* link on the left, and then the link for *Word 2007*. (Or click [Roadmap to Word 2007 training](#) to go directly to it.)