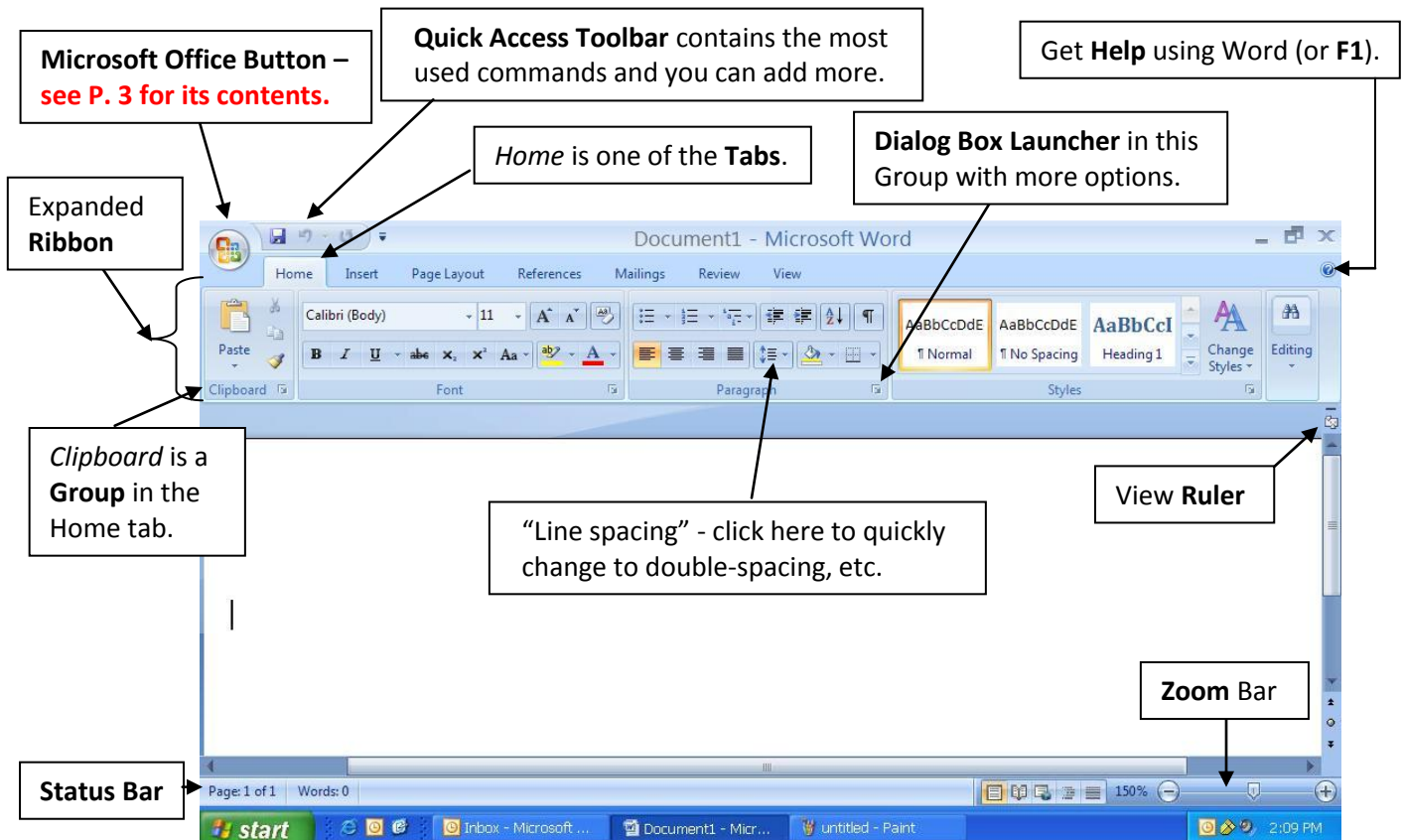


Write a Paper in Microsoft Word 2007


The purpose of this document is to help people unfamiliar with Word create a basic report. For more help, contact the Computer Help Desk in B388 or x7419.

To begin a new document, open Microsoft Word 2007 using either the shortcut in the “Windows Programs” folder (at FLCC) or on the Start menu. Word 2007 will open a window, ready for you to type your paper. To open a file you have previously created, locate the file and double-click it.


The following is a diagram of the new Word 2007 window for reference as terms are mentioned.



Save your file: The first thing to do is save your file to your U: drive.

1. Click **Save** ( in the **Quick Access Toolbar**).
2. Make sure that the location in the “Save in:” box is on your U: drive.
3. Change the “File name” to something meaningful if you don’t like the one that’s there.
4. If you are only going to work on this file with Word 2007, keep the default “Save as type” as “Word document (*.docx)”. If you (or others) will need to open this file with an older version of Word, click on the arrow by “Save as type” and then click on “Word 97-2003 Document (*.doc)”.

Tips.



- To save your document often.
- Text formatting, line spacing, page setup, etc. can be changed at any time.
- There are multiple ways to do most things in Word. What’s included here is probably not the only way to perform a task.
- You can press **F1** or  on the right of the **Ribbon** to get **Microsoft Office Word Help**.

- If you pause the mouse pointer over such things as buttons and icons, a descriptive screen tip will be displayed.

If you're required to have specific margins or line spacing, you can set those up now.

1. In the **Home** tab, **Paragraph** group, click on the "Line spacing" arrow and then click on the required spacing (as pointed out in the diagram on page1).
2. In the **Page Layout** tab, click on the arrow under **Margins** and then click on the required one. If it is not there, click on "Custom Margins" at the bottom and change the numbers there.

Type your paper.

- Press <Enter> *only at the end of a paragraph*. "One-liners" (a title, for example) that you want to keep separate are considered paragraphs.
- *To edit text:* select it by clicking at the beginning, holding the mouse button down and dragging over it – the selected area will be highlighted. Now you can
 - *Omit the selection:* press **Delete** (or press any key).
 - *Move or copy the selection:* in the **Home** tab, the **Clipboard** group, click **Cut** (takes selection out and onto the clipboard where it can be copied /moved to other areas) or **Copy** (same as **Cut** but keeps selection where it is). Then, click in your document where you want to put the selection and in the **Home** tab, the **Clipboard** group, click **Paste**.
 - *Format the selection:* in the faint mini-toolbar that appears by the selected text, you can click any of the options, such as Bold, Font, Font Size, Font Color, or Center. You can also do these things in the **Font** or **Paragraph** groups in the **Home** tab.
- *To insert text:* click where you want to type the text and begin typing.
- *To delete text using the keyboard:* click where you want to delete text and click the back arrow (←) to delete to the left or click **Delete** and delete to the right.
- *To undo (or redo):* Click  (or ) multiple times in the **Quick Access Toolbar**.
- *To know what page you're on and the word count so far:* see bottom left of the **Status Bar**.
- *To add a Header, a Footer, or a Page Number:* click the **Insert** tab and then on it in the **Header & Footer** group. Select the format that's closest to what you want and change it if necessary.
- *To make a title page:* the easiest way is to put it in a different file because its format may be quite different from the rest of your paper.
- *To check spelling:* click the **Review** tab and then **Spelling & Grammar** in the **Proofing** group. Follow the prompts.

Print your paper – If you have any problems, please come to the Computer Help Desk in B388 for help! Click the **Microsoft Office Button**, point to **Print**, and click **Print**. Do one of the following:

- *If you have your own paper:* click the arrow by "Name" and then click a *laser* printer. Click **OK**.
- *If you don't have paper:* point the Epson printer's dial (in your computer's row) to the letter that's on your computer's label. Click **OK**.

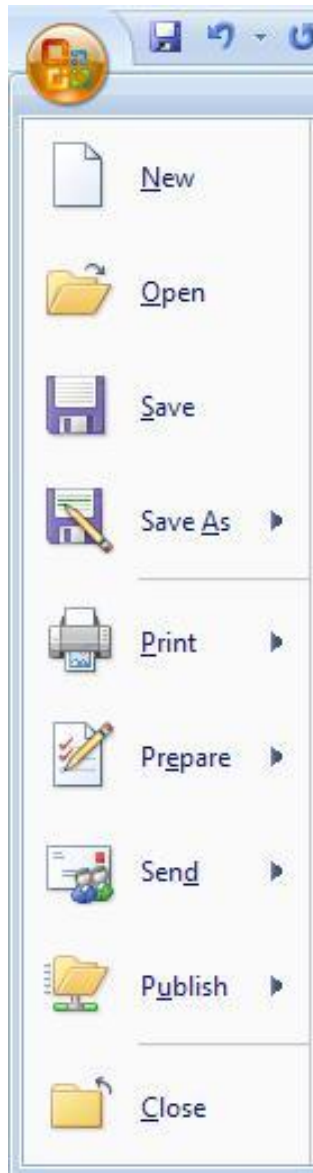
When you are done, Save your file and **Close** Word (click the **Microsoft Office Button** and then **Close**).

If you need a copy of your file to use elsewhere – use Windows Explorer to copy it from your U: drive to your own removable storage (such as a USB Flash drive), or e-mail the file to yourself in an attachment. Refer to "Copying files from your U: drive . . ." in [File Storage, Backup and Transport](#) or "Sending messages" in [E-mail: Tips on Using Your FLCC Student E-mail Account](#) respectively.

If you want to know more, such how to insert a picture, change spacing for an entire document, indent text, start a new page, find synonyms, save a document as a PDF, preview your document as it will look when it's printed, or use a table, refer to [More Things to Know](#).

Microsoft Office Button Contents

When you *click* on the **Office Button**, you will see the following options on the left and perhaps a list of your recently opened Word documents on the right.



Opens a *new* Word document or template.

Opens an *existing* file. You can click on the arrow by “Files of type:” to see a list of the possible file types you can open in Word.

Saves an existing document to its original file name and format.

Saves the existing document with a different filename or format. For example, you can save your current file as a Word 2003 compatible document, a .pdf, or other file format.

Displays (**Print Preview**) how your document will look when printed, **Quick Prints** to the default printer with default settings, or allows you to change **Print** options such as a different printer.

*To **Print Preview** your document:*

1. Click on the **Microsoft Office** button, point to **Print** and then click on **Print Preview**.
2. You can change the document display in the **Zoom** group and pages in the **Preview** group.
3. In the **Preview** group, click **Close Print Preview** when you are done.