

Useful Features

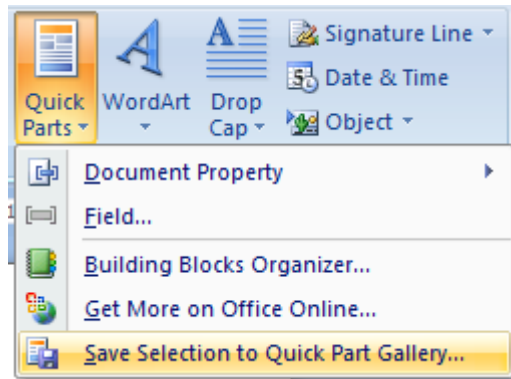
RULER

The ruler can be switched on/off by clicking the icon above your right-hand scroll bar. There is also a check box on the View Tab in the Show/Hide icon group.



AUTOTEXT (Quick Parts)

Auto Text allows you to quickly insert reusable pieces of content such as text snippets to save time when creating your document (such as a salutation or signature). Instead, why not store these blocks of text as Auto Text in Word.



Highlight the text you wish to save, click on the Insert tab, click on Quick Parts, and select the option Save Selection to Quick Part Gallery. You'll be prompted to give it a Name, something short and easy to remember the next time you wish to use it.

When you need to use your AutoText entry, type the Name and then press F3 on your keyboard to insert it.

CONTEXT GRAMMAR CHECKING

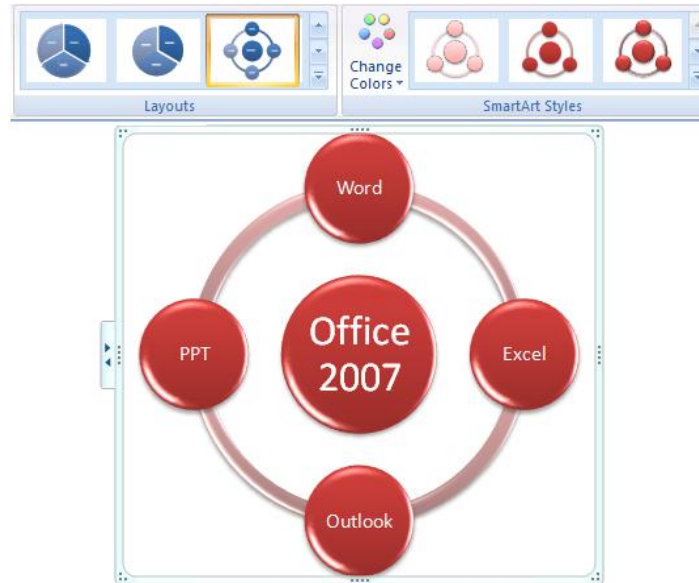
If you enter a sentence with bad grammar, such as :-

Lets move as their are others nearby

Word will underline grammatical errors in Blue where the spelling is correct but the context is wrong.

SMART ART

You can choose from a wide variety of diagrams to be inserted into a document. You can easily setup Venn diagrams, Organisational charts and Process Diagrams.



TRY IT YOURSELF – SMARTART *

- In a document, click on the Insert tab
- Click the SmartArt icon in the Illustrations group
Note the options available.
- Click on the Matrix Category
- Select the first image
- Enter North, South, East and West as the 4 bullets
- Click on Change Colours icon on the Context Tab Design
- Alter the Smart Style next to the colours

*This feature will not work whilst Word 2007 is in Compatibility Mode



Try It Yourself

HERE ARE 4 FEATURES TO PRACTICE

QUICK FORMATTING BAR

- Open an existing document
- Select some text
What appears floating just above your text selection?

LIVE PREVIEW

- In a document, select some text
- Select the drop-down arrow for the font style list
- Hover your mouse over various font styles
What do you see happening in the document?
- Repeat with other actions such as font colour or font size
Live Preview in the main document will display a preview of what the text would look like

ADDING A WATERMARK

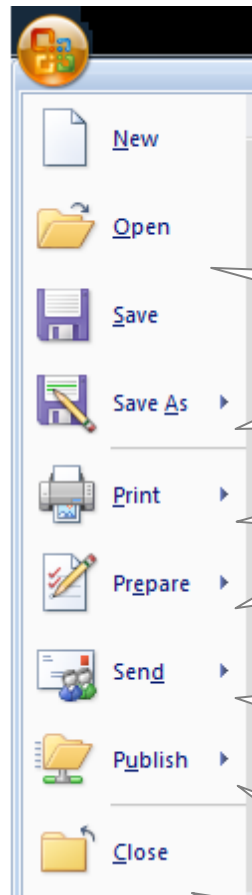
- Open a document
- Click on the Page Layout tab
- Within Page Background click on Watermark
Notice the default types and also the ability for you to create your own Custom watermark
- Select a Confidential or Draft watermark

SMART TAGS

- Select some formatted text in a document
- Click Copy on the Home tab
- Click in a blank area of your document and click the Paste button on the Home tab
What has appeared at the end of your text, and what options are available?

Office Button

COMMANDS AVAILABLE



This menu replaces File. It can be accessed by pressing ALT + F on your keyboard.

To access additional sub-options click on the triangle symbol located to the right of each command.

New, Open or Save are standard options on the menu.

Save As: Saving in alternative formats such as a template or PDF.

Print: Print commands and Print Preview.

Prepare: Properties, Inspect, Mark as Final and Compatibility Checker

Send: Email a file as an attachment, or convert to PDF and email.

Publish: Save to document management servers

Close will only close the active file servers.

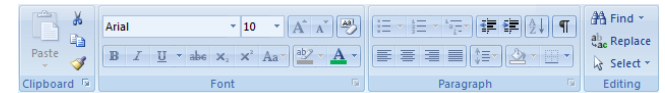
WORD OPTIONS

At the bottom of the Office button menu you'll find the Word Options, the equivalent of Tools, Options in previous versions. The Exit button will close ALL open files and quit the application.



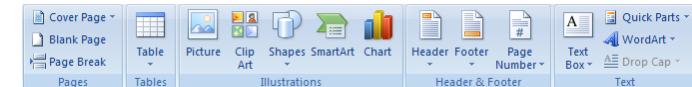
The Ribbon and Contextual Tabs

HOME



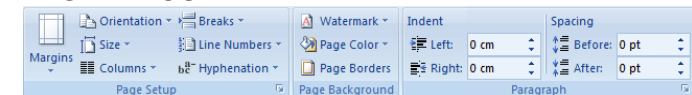
Contains all familiar formatting icons along with common features such as Copy, Paste Special, Find & Replace.

INSERT



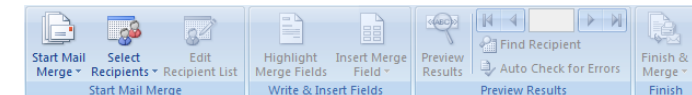
Insert objects such as Tables, Charts, Headers and Footers.

PAGE LAYOUT



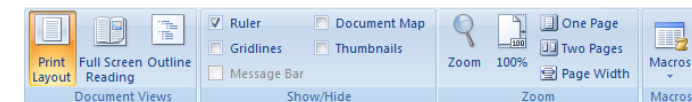
Useful for Page Setup, Watermarks and also some advanced Paragraph control settings.

MAILINGS



Setup Mail Merge, Letters, Envelopes and Labels.

VIEW



Switch between different views (also on the status bar).

CONTEXTUAL TABS



Appear on right of existing tabs, are colour coded and only appear when you have 'objects' selected such as graphics, tables or charts.