

How To Use Microsoft Word 2007

This guide will help you to take advantage of some of the more advanced tools that Microsoft Word 2007 has available. To navigate this guide, it is essential for you to be familiar with some of the [basic concepts](#) about the program.

In this guide, you will learn how to:

- Work with Quick Styles.
- Insert and resize pictures in a document.
- Wrap text around images.
- Insert Watermarks in your documents.
- Track, accept and reject changes made in documents.
- Add comments to a document.
- Protect documents.
- Compare documents.
- Work with different Headers.
- Work with citations & bibliography.
- Create a table of contents.
- Save documents as PDF (Portable Document Format) files.

You may want also look at:

[Official Microsoft Word 2007 Help and How-to Word 2007 Tutorials](#)

Before buying your copy of Microsoft Office, please visit [Purchasing Technology for Simmons](#). (<http://my.simmons.edu/services/technology/purchasing/>) It contains some interesting links and information on how to get discounts for many technology related products.

Working with Quick Styles

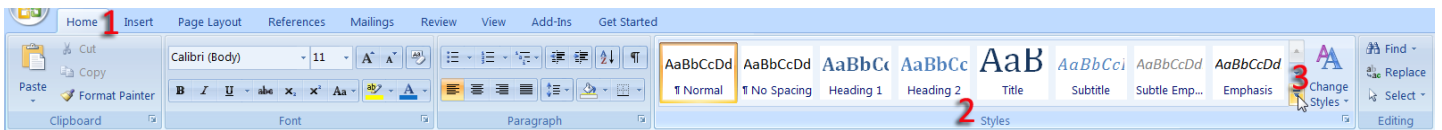


Figure 1

To add a new style:

1. Select the text.
2. In the main menu, select **Home**. (Fig. 1.1)
3. In *Home*, select **Styles**. (Fig. 1.2)
4. Click on the **down arrow** to open the drop down menu. (Fig. 1.3)
5. Now the Styles menu is available. (Fig. 2)
6. Click on a **style**. (Fig. 2.1)

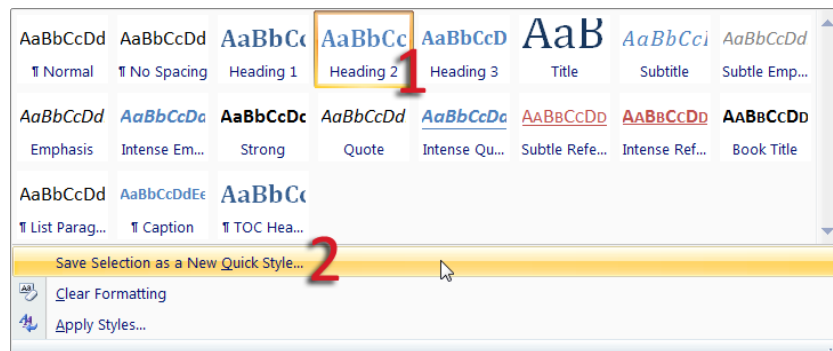


Figure 2

To create a new Style:

1. Create a new style.
2. Select the **text** from the *previous step*.
3. In the *Styles* menu select **Save Selection as a New Quick Style**. (Fig. 2.2)
4. **Name** the new style.
5. **Save** the new style.

To learn more about Quick Styles you can read:

- [Style basics in Word](#)
- [Choose a Quick Style set for a document](#)
- [Add and remove styles from the Quick Styles gallery](#)
- [Microsoft Word 2007 Quick Styles and Quick Style Sets](#)

Insert and Resize Pictures

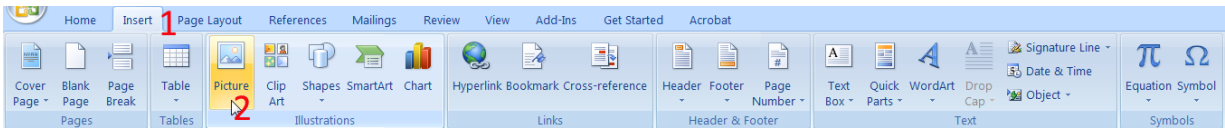


Figure 3

To insert a picture:

1. In the *main menu*, select **Insert**. (Fig. 3.1)
2. In the *Insert* menu, click on **Picture**. (Fig. 3.2)
3. A new window will open. Select the picture file.
4. Click **Insert**.



Figure 4

Resize pictures (Option 1):

1. **Double click** on the picture.
2. A new *format menu* will appear. (Fig. 4.1)
3. Go to the **Size** section of the Format menu. (Fig. 4.2)
4. Adjust the size of the picture in the document.

Resize pictures (Option 2)

1. **Double click** on the picture.
2. “Circles” will appear in the *corners* and “squares” in the *middle points* of the picture.
3. Place the **cursor** over one of the *corner “circles.”*
4. The cursor will turn into a “two-way arrow” shape. (Fig. 5, red arrow)
5. **Move** the cursor to the center to decrease the size of the picture. (Do the opposite to increase the size of the picture)
6. Adjust the image to the desired size.



Figure 5

To learn more about inserting and resizing pictures you can read:

- [Add and format images in professional Word 2007 documents](#)

Wrap Text around Images

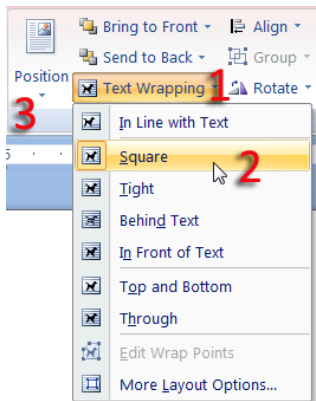


Figure 6

Do Readers Read?



Those who are interested in the proper use of our libraries are asking continually, "What do readers read?" and the tables of class-percentages in the annual reports of those institutions show that librarians are at least making an attempt to satisfy these queries. But a question that is still more fundamental and quite as vital is: Do readers read at all? This is not a paradox, but a common-sense question, as the following suggestive little incident will show. The librarian-in-charge of a crowded branch circulating-library in New York City had occasion to talk, not long ago, to one of her "star" borrowers, a youth who had taken out his two good books a week regularly for nearly a year and whom she had looked upon as a model so much so that she had never thought it necessary to advise with him regarding his reading. In response to a question this lad made answer somewhat as follows:

Figure 7

To wrap text around an image:

1. **Double click** on the picture.
2. A new *format menu* will appear. (Fig. 4.1)
3. Go to the *Arrange* section of the *Format* menu. (Fig. 4.3)
4. Select the **Text Wrapping** option. (Fig. 6.1)
5. From the *drop down menu*, select one of the **text wrapping options**. (Fig. 6.2)
6. The picture will appear *properly wrapped* in the document. (Fig. 7)

To place the picture in a different position:

1. **Double click** on the picture.
2. A new *format menu* will appear. (Fig. 4.1)
3. Go to the *Arrange* section of the *Format* menu. (Fig. 4.3)
4. Select the **Position** button. (Fig. 6.3)
5. Select one of the options.
 - a. It is also possible to move the picture manually.

To learn more about wrapping text around images you can read:

- [Wrap text in Word 2007](#)
- [Wrap text around text in Word 2007](#)
- [Wrapping Text around Images in Microsoft Word 2007](#)

Watermarks

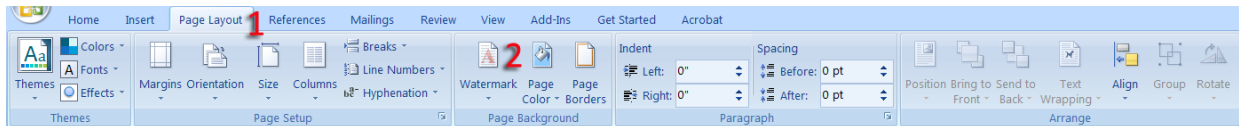


Figure 8

To create watermarks:

1. In the *main menu* select **Page Layout**. (Fig. 8.1)
2. In the *Page Layout* menu select **Watermark**. (Fig. 8.2)
3. In the *drop down menu* select **Custom Watermark**.
4. A new options window will open. (Fig. 9)
5. **Select** the type of *Watermark*. (Fig. 9.1)
6. If text, **type** the text for the *Watermark*. (Fig. 9.2)
7. Select the **font** and the **size**. (Fig. 9.3)
8. Select **color**, **layout** and **transparency**. (Fig. 9.4)
9. Click **OK**.

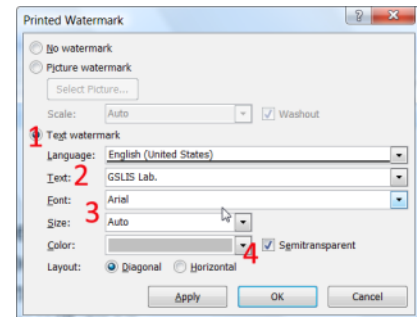


Figure 9

To learn more about watermarks you can read:

- Brand a document with a watermark or background
- Add a Document Watermark

Track, accept and reject changes made in documents

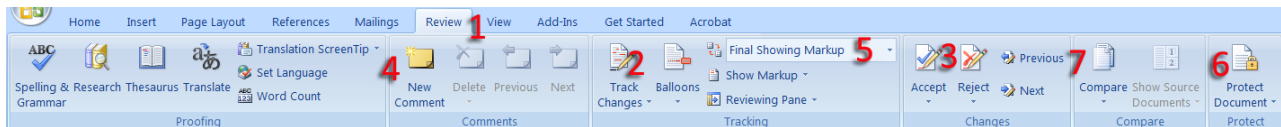


Figure 10

Activate Tracking:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. In the *Review* menu, click on **Track Changes**. (Fig. 10.2)
3. Track Changes is active now.
 - a. Changes in the document will appear in **red** and a description will be provided on a sidebar. (Fig. 11)

Do Readers Read?



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Deleted: our
Formatted: Underline

Formatted: Font: Bold

Deleted: New York City

Figure 11

Reject or Accept Changes:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. In the *Review* menu, select accept or reject. (Fig. 10.3)
 - a. By default the system will accept / reject on click on go to the next item.

To learn more about Tracking Changes you can read:

- Track changes while you edit
- Microsoft Track Changes - Word 2007

Add Comments to a Document

To add new comments:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. Place the **cursor** where the comment will be located.
3. In the *Review* menu, select **New Comment**. (Fig. 10.4)
 - a. A *red balloon* will appear on a side menu.(Fig. 12)
4. Type the new **comment**.

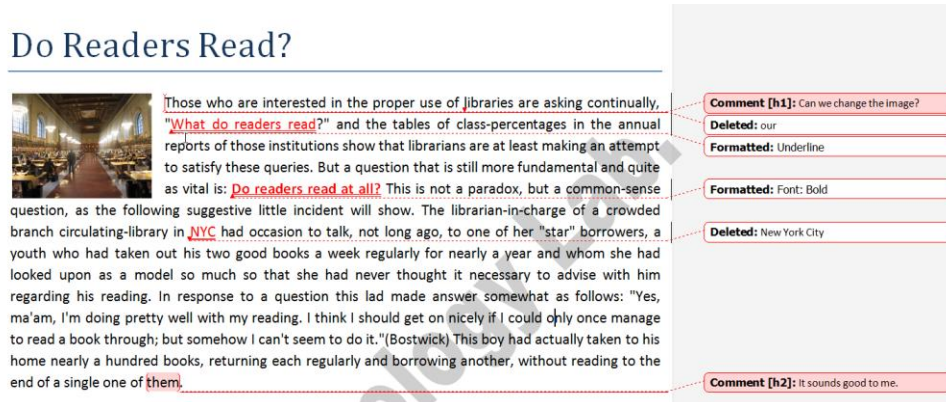


Figure 11

Eliminate the sidebar with comments and changes:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. In the *Review* menu, click on the **Display for Review** drop down menu. (Fig. 10.5)
 - a. If you choose *Final Showing Markup*, the document will appear emphasizing the changes on it and showing the sidebar.
 - b. If you choose *Final*, the document will appear with the adjustments made to it, no sidebar.
 - c. If you choose *Original*, the document will appear as it was before changes and comments were made.
 - d. If you choose *Original Showing Markup*, the document will appear as it was before, but showing the changes and comments in the sidebar.

To learn more about comments and changes you can read:

- [Using Comments in Word 2007 Documents](#)
- [Frequently asked questions about comments in Word](#)

Protect Documents

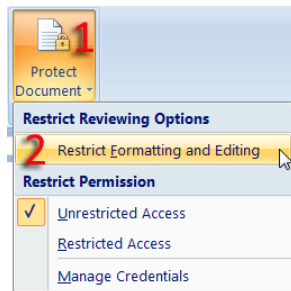


Figure 13

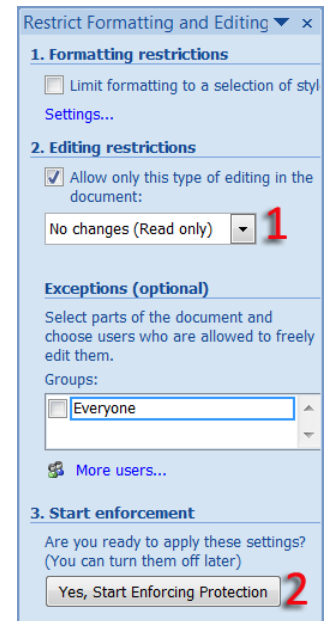


Figure 14

To protect documents:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. In the *Review menu*, select **Protect Document**. (Fig. 10.6 & 13.1)
3. In the *drop down menu*, select **Restrict Formatting and Editing**. (Fig. 13.2)
4. A new *side menu* will appear. (Fig. 14)
5. In *Editing restrictions*, select “Allow only this type of editing in the document:” (Fig. 14.1)
6. In the *drop down menu* select **No Changes (Read Only)** (Fig. 14.1)
7. Click on “Yes, Start Enforcing Protection.” (Fig. 14.2)
8. A new *window* will open. (Fig. 15)
9. **Type** the new password. (Fig. 15.1)
10. Click **OK**. (Fig. 15.2)



Figure 15

To learn more about protecting documents you can read:

- [Protect your documents in Word 2007](#)
- [Add Password Protect in MS Word 2007 Document](#)

Compare Documents

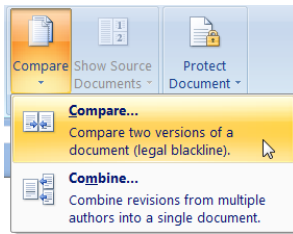


Figure 16

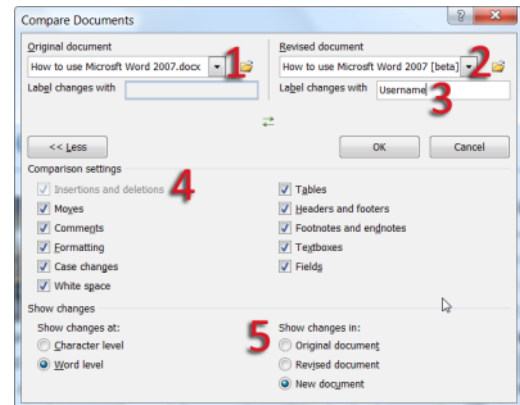


Figure 17

To compare documents:

1. In the *main menu* select **Review**. (Fig. 10.1)
2. In the *Review menu*, click on **Compare**. (Fig. 10.7)
3. In the *drop down menu* select **Compare**. (Fig. 16)
4. A new *window* will open. (Fig. 17)
5. In the *Compare Documents* window:
 - a. Locate the **Original document**. (Fig. 17.1)
 - b. Locate the **Revised document**. (Fig. 17.2)
 - c. Insert a **label** to indicate the differences. (Fig. 17.3)
 - d. Select the **elements** to compare. (Fig. 17.4)
 - e. Select where changes should be displayed. (Fig. 17.5)

To learn more about comparing documents you can read:

- [Compare and combine documents in Word 2007](#)
- [How to Compare Documents in Word 2007](#)

Work with Different Headers

To use these features, you should already know how to [insert headers](#) in a document.

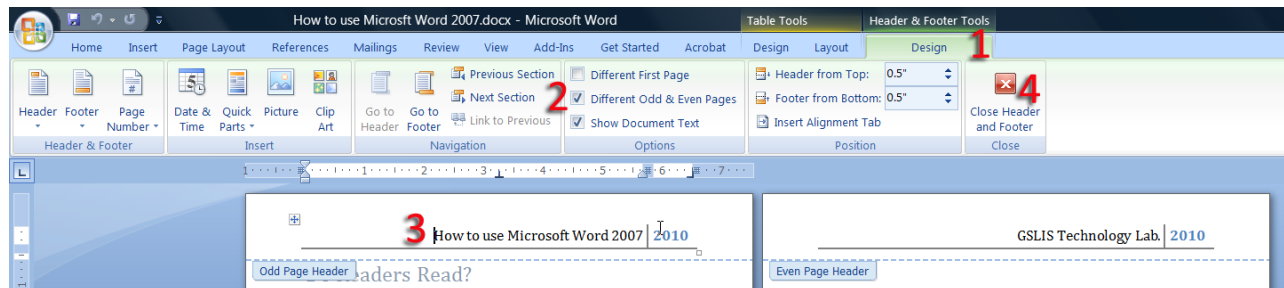


Figure 18

To have a different header in odd and even pages:

1. **Double click** on the *existing* header.
2. A new “design” menu will appear. (Fig. 18.1)
3. **Select** the option “Different Odd & Even Pages” (Fig. 18.2)
4. **Type** or create the new header. (Fig. 18.3)
5. Click on **Close Header and Footer**. (Fig. 18.4)

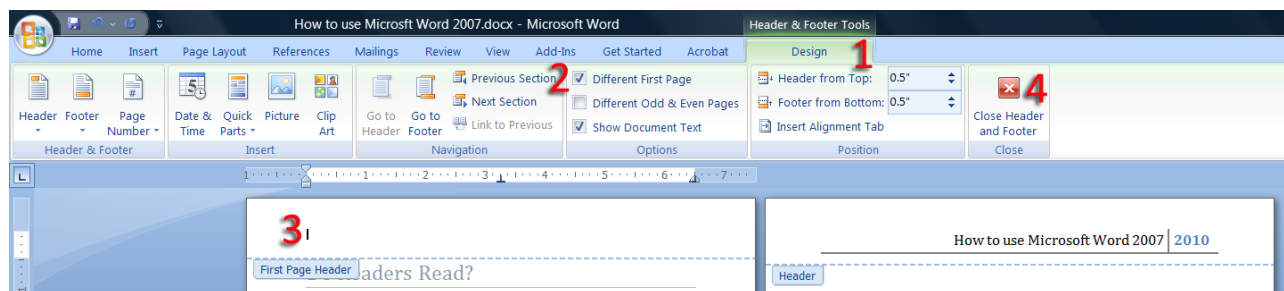


Figure 19

To have a different header in odd and even pages:

1. **Double click** on the *existing* header.
2. A new “design” menu will appear. (Fig. 19.1)
3. **Select** the option “Different First Page” (Fig. 19.2)
4. **Type** the new header or **delete** the existing header. (Fig. 19.3)
5. Click on **Close Header and Footer**. (Fig. 19.4)

To know more about different headers you can read:

- [Insert headers and footers](#)
- [Creating Headers and Footers](#)

Work with Citations & Bibliography

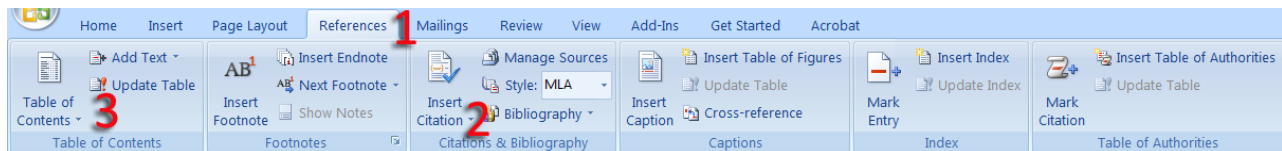


Figure 20

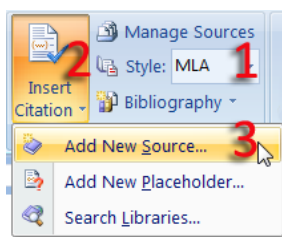


Figure 21

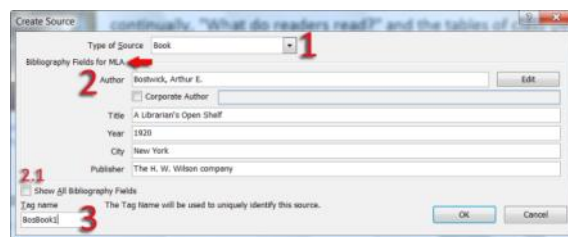


Figure 22

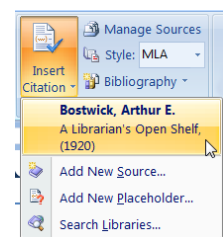


Figure 23

To create a citation source:

1. In the *main menu* select **References**. (Fig. 20.1)
2. In the *References* menu, go to **Citations & Bibliography**. (Fig. 20.2)
3. In *Citations and Bibliography* select a **Citation Style** (Fig. 21.1)
4. Click on **Insert Citation**. (Fig. 21.2)
5. In the *drop down menu* select "Add New Source" (Fig. 21.3)
6. A new window will appear. (Fig. 22)
7. **Select** the *type of source*. (Fig. 22.1)
8. **Fill in** the *required fields*. (Fig. 22.2)
 - a. See all fields. (Fig. 22.1.1)
9. **Type in** a *tag* for your source or accept the one created by the program. (Fig. 22.3)
10. Click **OK**.

To insert a citation:

1. In the *main menu* select **References**. (Fig. 20.1)
2. In the *References* menu, go to **Citations & Bibliography**. (Fig. 20.2)
3. In *Citations and Bibliography* select a **Citation Style** (Fig. 21.1)
4. Click on **Insert Citation**. (Fig. 21.2)
5. In the *drop down menu* select the **Source** (Fig. 23)

To know more about citations you can read:

- References and Citations
- Microsoft Office Word 2007 Citations User Guide

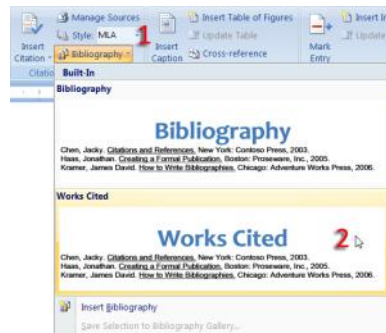


Figure 24

To insert a Bibliography:

1. Follow the steps provided in “To create a citation source”
2. In the *main menu* select **References**. (Fig. 20.1)
3. In the *References* menu, go to **Citations & Bibliography**. (Fig. 20.2)
4. In *Citations and Bibliography* select a **Citation Style** (Fig. 21.1 and Fig 24.1)
5. Click on **Bibliography**. (Fig. 24.1)
6. In the *drop down menu* select **Bibliography** or **Works Cited**(Fig. 24.2)
7. The bibliography will appear in the document. (Fig. 25)

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Works Cited

Bostwick, Arthur E. A life with men and books. New York: H.W. Wilson Company, 1939.

Bostwick, Arthur E. A Librarian's Open Shelf. New York: The H. W. Wilson company, 1920.

—. Administration of a public library. Chicago: American library association publishing board, 1911.

Figure 25

To know more about bibliographies you can read:

- Create a bibliography
- How to Create a Bibliography in Microsoft Word

Create a Table of Contents

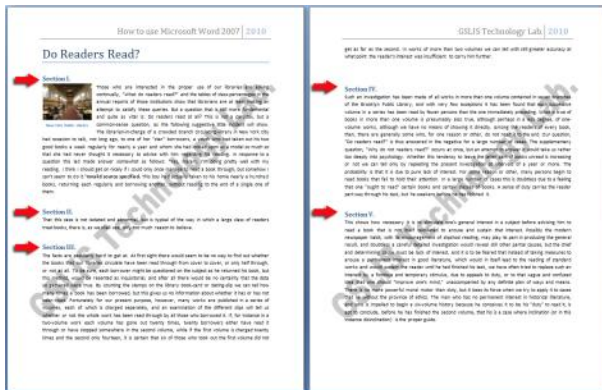


Figure 26

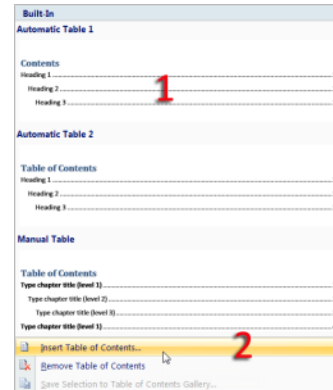


Figure 27

To create a Table of Contents it is **required** that each section of the document has a title formatted with a heading style. (Fig. 26, the red arrows indicate each of the section titles.)

Insert a table of contents:

1. In the *main menu* select **References**. (Fig. 20.1)
2. In the References menu select **Table of Contents**. (Fig. 20.3)
3. Click on **Table of Contents**.
4. A *drop down menu* will appear. (Fig. 27)
5. In the *drop down menu*:
 - a. **Click** on one of the *predefined styles* to insert a Table of Contents. (Fig. 27.1)
 - b. **Click** on “Insert Table of Contents” (Fig. 27.2)
 - i. A new window will appear. (Fig. 28)
 - ii. Select options for **Page Numbers**. (Fig. 28.1)
 - iii. Select the style for the **tab leaders**. (Fig. 28.2)
 - iv. Select the format for the Table of Contents. (Fig. 28.3)
 - v. Select how many levels to show. (Fig. 28.4)
 - vi. Select what items to display. (Fig. 28.5)
6. A *Table of Contents* will appear in the document.

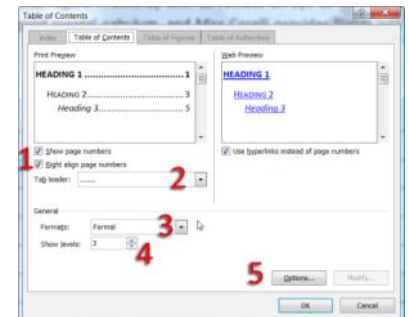


Figure 28

To know more about Tables of Content you can read:

- Create a table of contents
- How to create a table of contents by marking text in Word
- Microsoft Word 2007 - Inserting A Table Of Contents

Save Documents as PDF (Portable Document Format)



Figure 29

1. Click on the **Office Button**. (Fig. 29.1)
2. A *drop down menu* will appear.
3. Click on "**Save As**" (Fig. 29.2)
4. A *side menu* will appear.
5. Click on **PDF or XPS**. (Fig. 29.3)
6. Select the location for the file.
7. Click on **Save**.

If you have never used this function, it is possible that you might have to install a Microsoft Office Add-in. You can download it for free at [Microsoft Office Add-in: Microsoft Save as PDF or XPS](#).