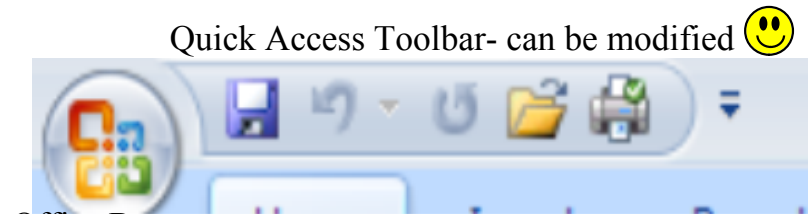


# Features of Word 2007

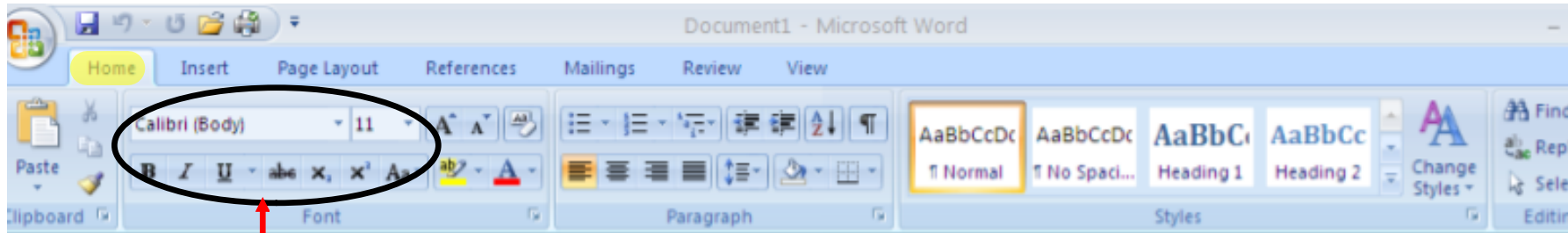


Office Button

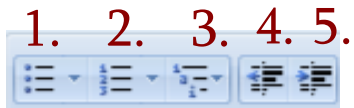
Where you open, save, print, publish your document

Now, Office 2007 has Ribbons instead of Toolbars. They basically work the same as a toolbar but they are more visual than what they had before. We will look at each Ribbon in the next few pages.

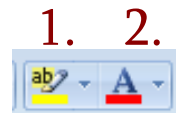
The Home Ribbon does the basic features that the edit toolbar did in earlier versions.



Basic Features such as bold, underline, italic, strikethrough



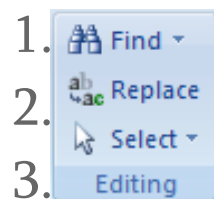
1. Bullets
2. Numbering
3. Various lists
4. Decrease indent
5. Increase indent



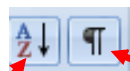
1. Highlighter
2. Font color



1. Line Spacing
2. Fill with color behind text
3. Table borders

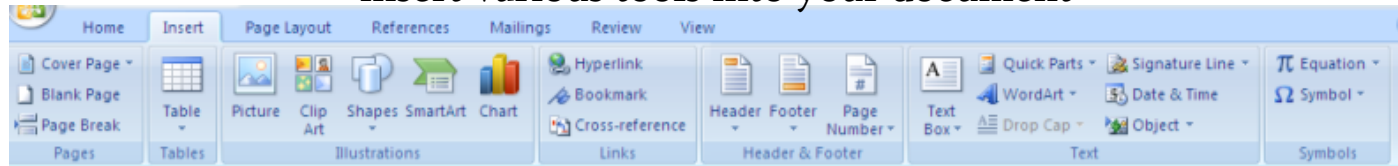


1. Find a word or place in document
2. Replace text with different text.
3. Select all or a section of your document



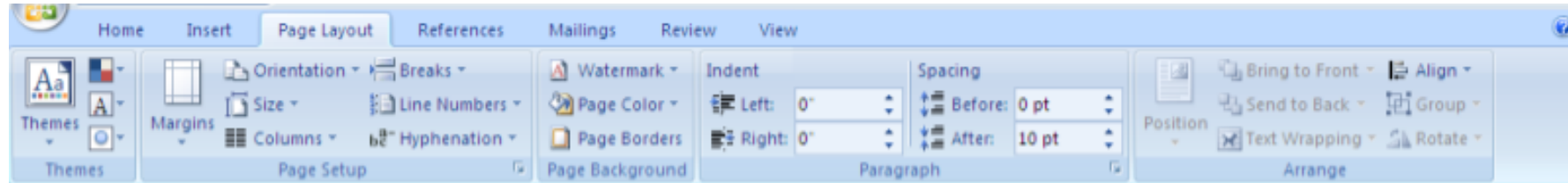
Sorting Paragraph marks and formatting symbols

This ribbon called the Insert Ribbon basically does what it says, allows you to insert various tools into your document



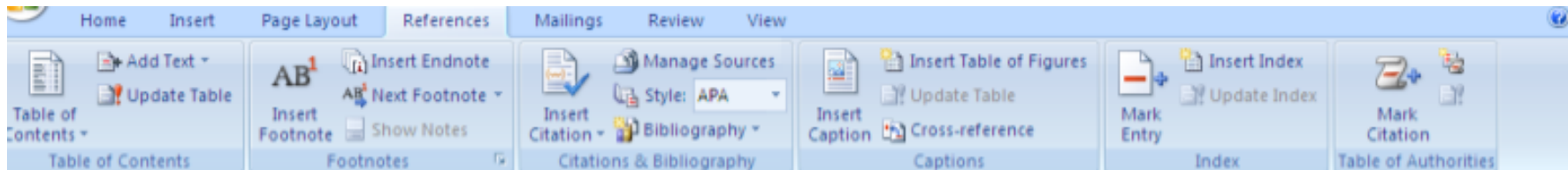
- A cover page is a page that contains a template, based on what kind of a document you are creating.
- The table feature allows you to see what you want while you create it
- The shapes also contain flow chart symbols, and other symbols such as call out bubbles, stars and banners
- The SmartArt contains various graphic organizer templates
- A bookmark will allow you to create a spot in your document that you can create a hyperlink to
- Building blocks are special features you can add to your page such as banners, small templates, and more
- Object allows you to insert various objects such as an Excel chart, a PowerPoint slide, a PDF file, a wave file (sound file), and more
- If you have created a table, you can insert an equation into it to complete your table (like Excel does)
- Inserting a symbol will allow for various mathematics symbols that you cannot type

The Page Layout ribbon contains features which allows you adjust how your page looks.



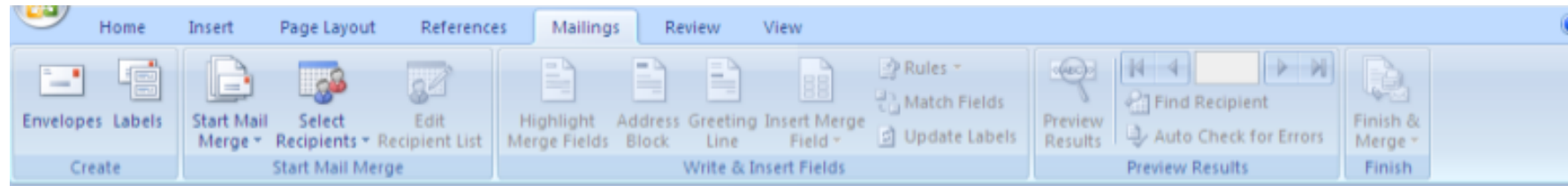
- Themes allows for various color, text, and effect styles
- You can set your margins for the entire document
- A watermark is an image that can be used as a background which is lighter in color so that your focus is on your text
- Hovering over your various page colors will allow you to see what it will look like without having to click on each one first
- The arranging area will allow you to position various objects on your page with flexibility
- You can use the group button to group text and images together

The Reference Ribbon is used frequently when your document is a research paper or study.

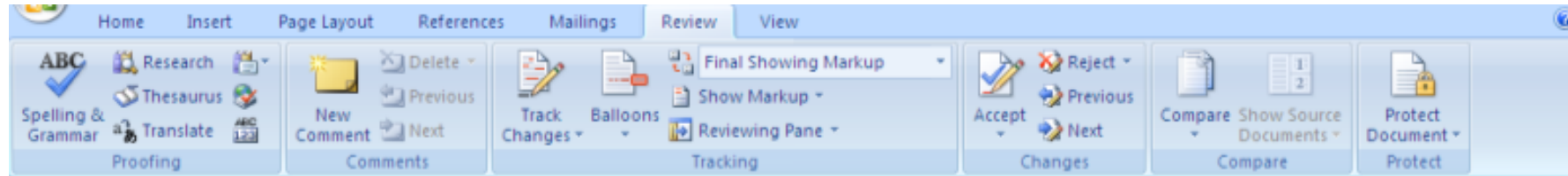


- By adding a table of contents, viewers will know what is on upcoming pages. If you click the drop down arrow next to it then you will see various choices.
- The built in citation builder helps you with the various citations you need to add based on the style.
- If you are creating a newsletter, you add captions below images.

The Mailings ribbon is used for creating envelopes and labels, merging documents into another source, and creating various fields for generic letters or mailings.



The Review ribbon contains the tools to make editing marks or show changes in a document. You can use the spell check and other proofing tools here.



- The compare button will allow you to compare two documents with similar material. For example, I send someone a document to make changes. They make the changes and I can then compare the two documents (my original and the changed one) to see the differences. I can then combine the two if I want to.
- You also have the option to track changes by using balloons or using markups.
- Text can be translated into various languages or vice versa. You can translate one word or a sentence.

The View ribbon shows various ways of viewing your document.

