

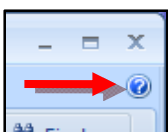
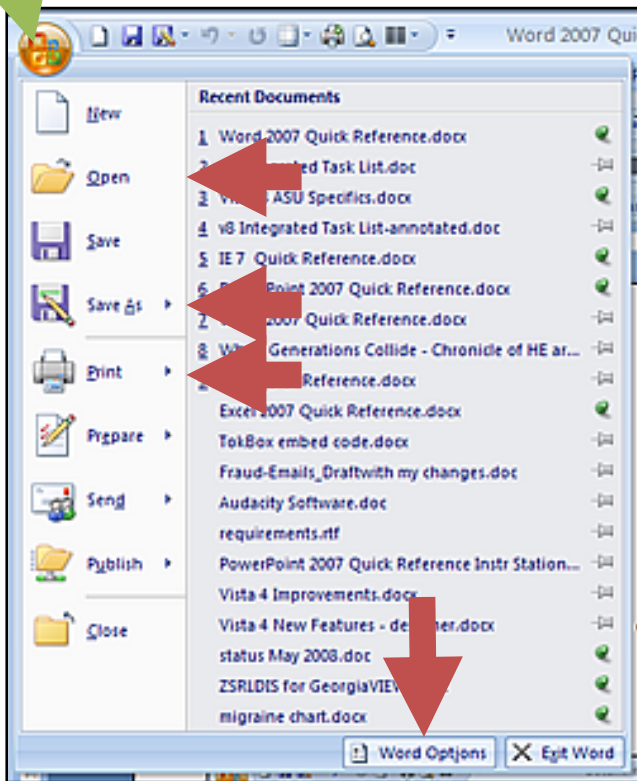
Word 2007 Quick Reference for Instructor Stations



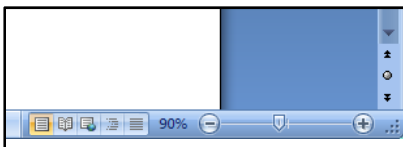
File Actions are located under the Office button.

Includes:

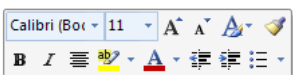
- **Open**
- Save (or use the **diskette** icon to the right of the button) or **Save AS**
- **Close**
- **Options** (Preferences)



HELP icon resembles a “?” and is located in the upper right corner.



VIEWS and the **ZOOM** slider are located in the bottom right corner.



Mini-Toolbar – highlight words and then

right-click over the highlight.

| Looking for? | Look here (Ribbon name, Group Name) |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GENERAL | |
| Cut, Copy, or Paste | Home, Clipboard |
| Margins or Orientation (Portrait, Landscape) | Page Layout, Page Setup |
| Date, Time, Signature | Insert, Text |
| Math, Special Characters | Insert, Symbols |
| HEADERS, FOOTERS, PAGE NUMBERS AND FOOTNOTES | |
| Headers-Footers Page Number | Insert , Header & Footer |
| Header Edit (Footer is similar) | “Print View” (leftmost View icon), then double click inside header/footer to activate it. |
| Header Close (return to document) Footer is similar. | Double click inside the main page. |
| Footnote/Endnote | References, Footnotes |
| ANNOTATION | |
| Highlighter | Home, Font |
| Comment | Review, Comments |
| LOOK OF ITEMS | |
| Bullets, Numbering | Home, Paragraph |
| SmartArt (converts bullet points into shapes) | (Highlight your words) Insert, Illustrations |
| Styles (predefined font, color, and size) | Home, Styles (The button with a line above an inverted triangle will display all the possible choices). |
| Clip Art, Photos Arrows | Insert, Illustrations (Arrows are “Shapes”). |
| SPECIAL TOOLS | |
| Spelling Thesaurus | Review , Proofing (spell checker F7 still works) |
| TABLES | |
| Table Create | Insert, Table |
| Table Edit | Click inside the table to reveal the “Table Tools” ribbons – Design and Layout located at the right end of the regular ribbons. TIP: If you can’t see the icons for the Table Tools, click the name “Table Tools” on the title bar of the Window. Design makes it “pretty” – like borders and shading. Layout changes sizing, insertions and deletions, and the format of information in cells, like alignment, sorting, and text direction. |