

**S.G.INFOTECH**



**MS-WORD 2007**

STUDY MATERIAL

## PREFACE

*Dear Students,*

*Microsoft Word is one of the most popular word processing programs supported by both PC and MAC platforms. Microsoft Word used to create and edit personal and business documents, such as letters, reports, invoice, emails, and books.*

*This E-Book has been designed especially for computer users who are willing to learn Microsoft Word in simple steps. You will have to work hard, experiment with each & every option to implement MS-Word in your environment. This E-Book will give you enough understanding on MS Word from where you can take yourself to higher levels of expertise.*

*If this E-Book helps anyone to learn and to use the computer effectively, it will be of great success.*

**S.G.INFOTECH**

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## INSTALL AND START MICROSOFT OFFICE ENTERPRISE 2007

### INSTALLING THE MICROSOFT OFFICE 2007 FROM THE CD

1. To install the Microsoft Office Enterprise on your computer from the product CD:

Insert the CD into your Computer CD-ROM drive

If Auto play is enabled on your computer, you'll see the auto Play dialog Box. In the dialog box, Click Run Setup.exe The setup runs as shown in figure



2. Type the 25 character product key included on the CD package as shown in Fig.1. If the correct product key is entered than Continue button will be enabled

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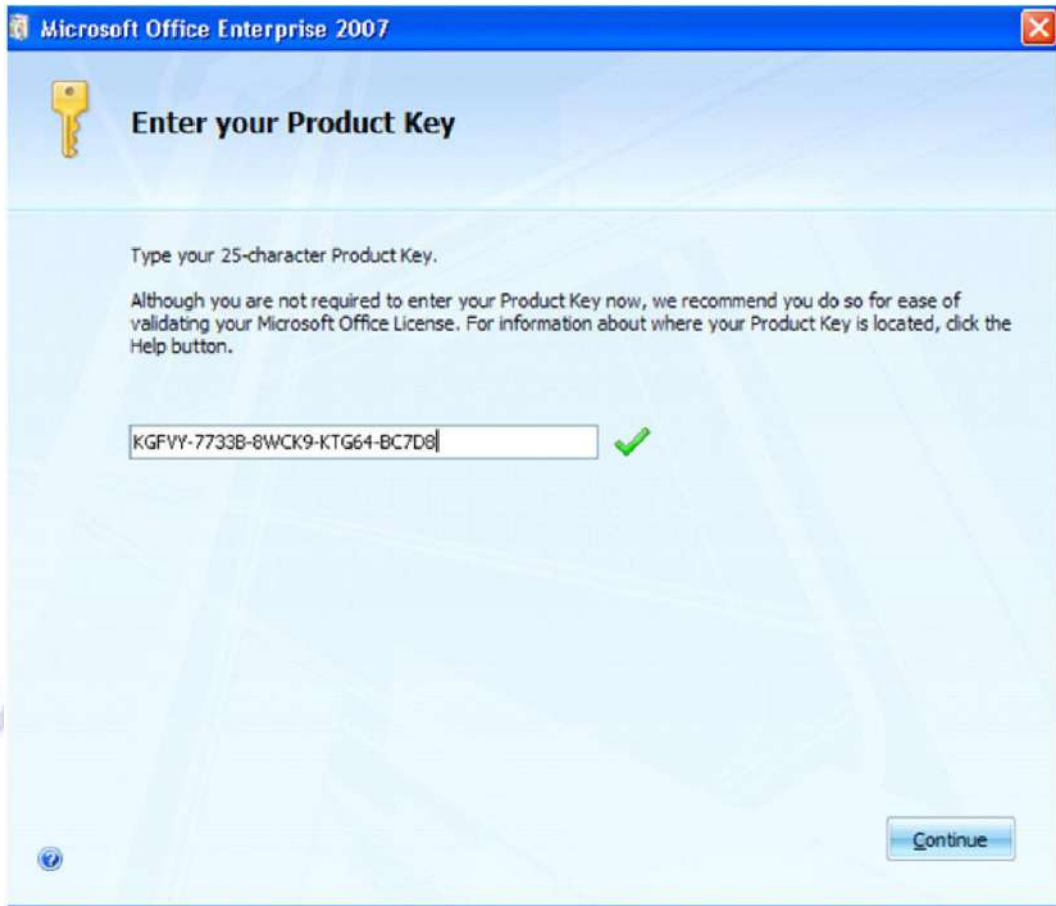


Fig1: Entering Product Key

3. Click on Continue button.
4. Select the I accept the terms of this agreement check box to accept the end-user license agreement and then click Continue as shown in Fig2.

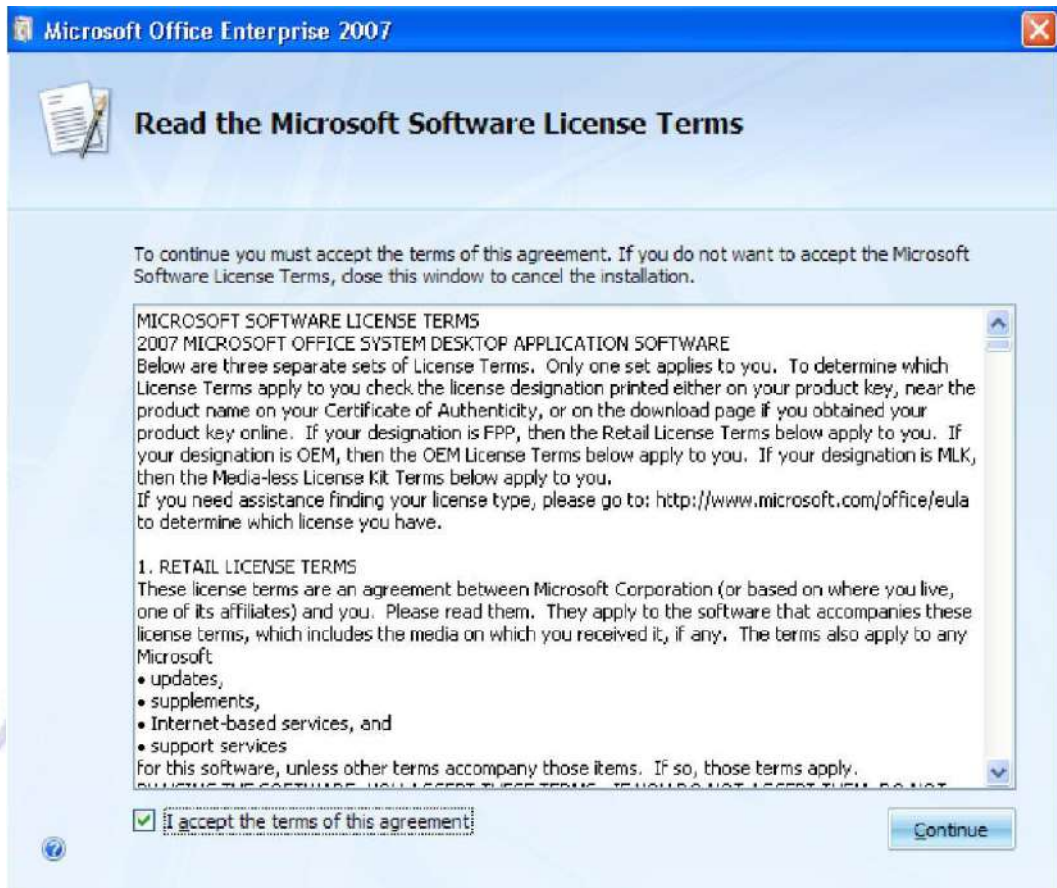


Fig 2: Accepting License Agreement

5. Click Install now to install the Microsoft Office Enterprise 2007 with its default configuration. Click Customize to specify a particular configuration for your Microsoft Office Enterprise 2007 setup as shown in Fig3.

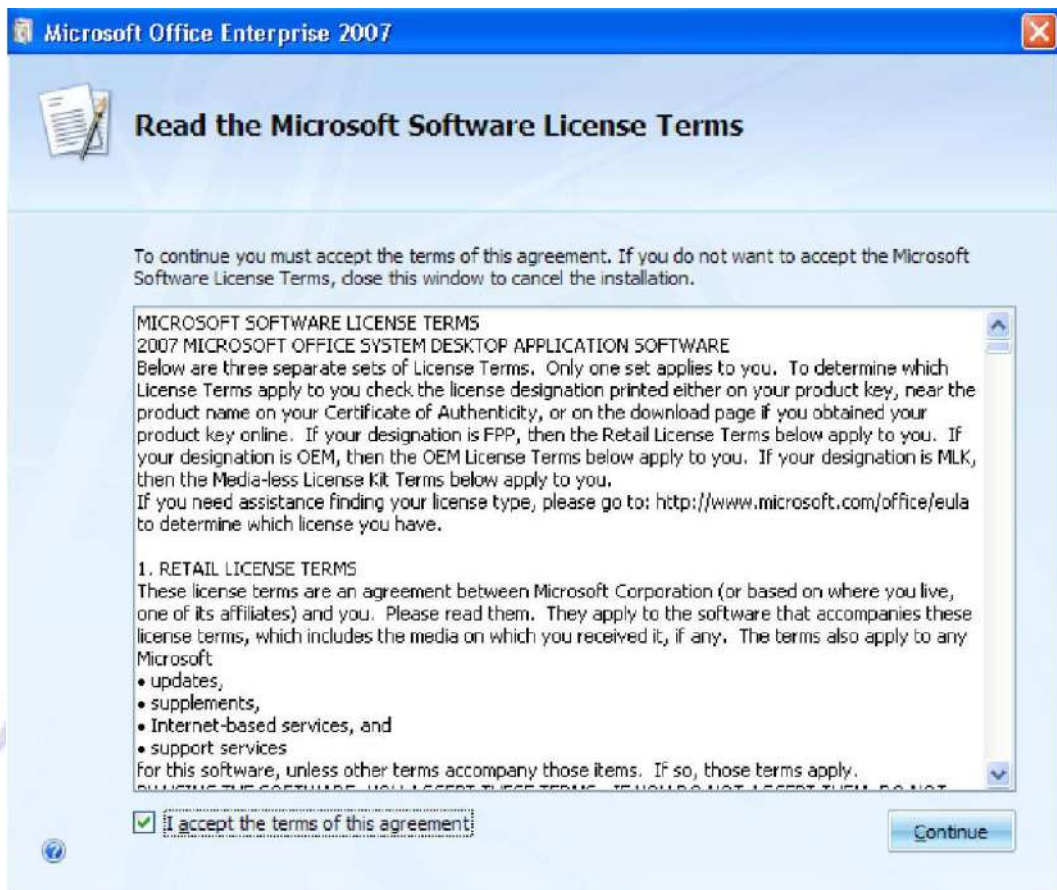


Fig 2: Accepting License Agreement

5. Click Install now to install the Microsoft Office Enterprise 2007 with its default configuration. Click Customize to specify a particular configuration for your Microsoft Office Enterprise 2007 setup as shown in Fig3.

Run From My computer

Run all From My computer

Installed on First Use

Not Available

After you specify which programs and feature you want to install and make any changes to the file location and user information setting using on their association tabs, click Install Now. The set up will run soon shown in Fig4.

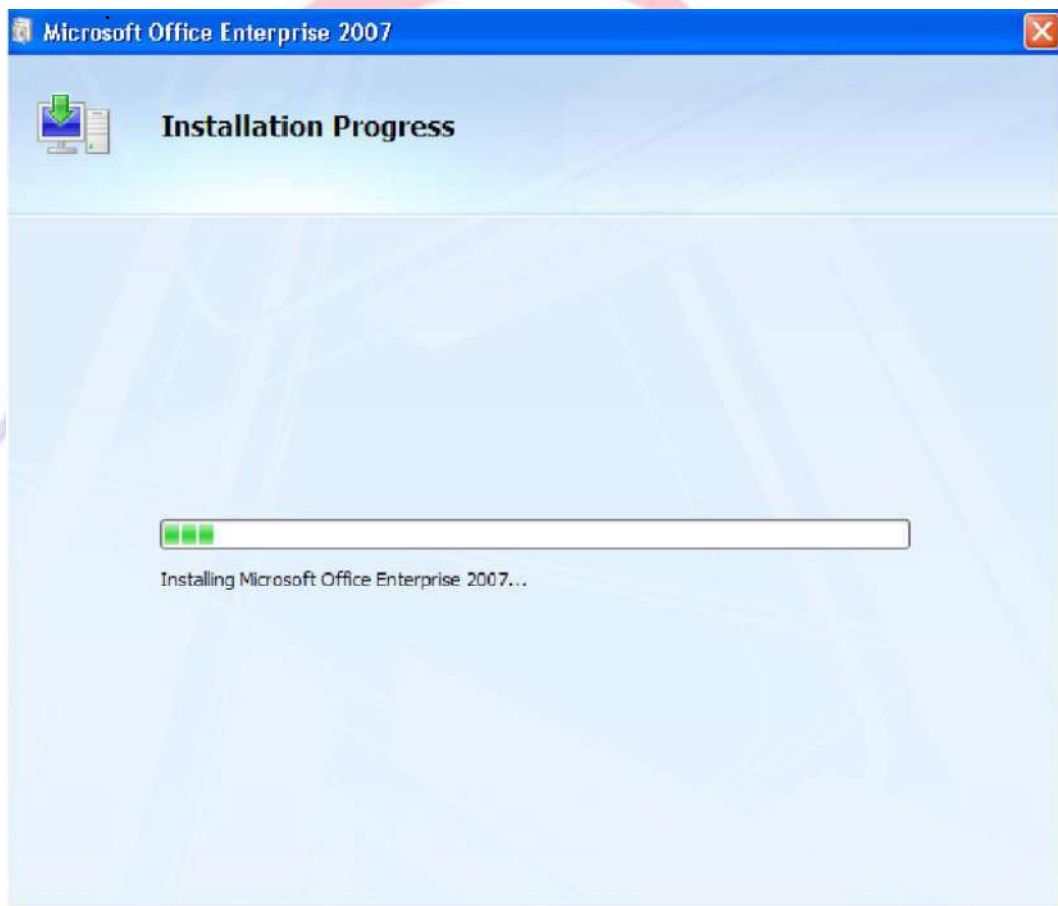


Fig4: Installation Progress

## Introduction

Microsoft Office Word 2007 has always been a powerful program. Infact, from its earliest version, Microsoft Office has included more feature than most people need. The idea is to simplify the way the use of tools in word. The result is that we will spend less time hunting for feature and more time producing high quality documents.

- **New View, New Tools-**The biggest change from the earlier version to newer is new look and feels of the program window . Its user interface makes it easy to find just what you need in the command tabs and conceptual tabs appear when you select an object.
- **Quick Cover Pages-** Adding a sophisticated cover page to a resort, sales prospectus or business plan can convey a great sense of professionalism. In Word 2007 you can create a professionally designed cover page in two clicks of the mouse.
- **Building Blocks-** Building Blocks are the great new tools in Office Word 2007 that are based on the idea of reusable content. If you have logo, letterhead, mission statement or disclaimer that you use again and again can be saved in Building block Organiser.
- **Fast Professional Diagrams with Smart Art Graphics-** Smart Art Graphics provide a great way for the user who face problem while creating drawings or diagrams to illustrate data concepts in their documents. With Smart Art Graphics, you can use create sophisticated diagram that show dataprocesses, *diarchies*, cycle and relationship.
- **Applying Quick Style-** Great new feature in Office Word 2007 make it easy for you to try on several different style before you commit to one you want to use. You can see how a publication will look before you go through changing font styles, colours, table and more.
- **Improved Document Comparison-** Improved in document Comparison enables you to compare two version of the same document, checking for change in a number of features. Its result window displaysboth thedocument, the merged document and a summary panel to highlight the change made in a document.

- Reviewing Document in Full Screen Reading View- Full screen reading view in Office 2007 is different from Full screen view in Office 2003 in that it offers a full connection of documents reviews and viewing tools, but editing individual word is not possible in this view.
- Mail Merge Improvement-New Mail Merge process has greater visibility and easier access because of the new Mailing command tab on the user interface enables you to create,preview, organise and send a mail quickly and efficiently.

#### Creating a Blank File

1. Select Office Button -->New, the New Document dialog box appears.
2. Click the Blank Document icon if it is not selected by default.
3. Click Create ,the new blank document appears.

OR

Press CTRL+N, the new blank documents appears.

#### Typing Text

When you create a new blank document, you can begin typing text to fill the page. As you type, each character appears to the right of the blinking vertical insertion point. You can use the Backspace and Delete key to delete the text, the Spacebar to enter spaces and all other keys for typing the content.

Word enable you to start a line of text anywhere on the page using the Click and Type feature. To do so, move the mouse pointer over a blank area of the page and double click to the position on the page and type your text.

#### Using Word Wrap

By default, the margins for a blank document in Word 2007 are 1" on the left and right side of the page. When you type enough text to fill each, striking the right margin boundary, Word automatically moves the insertion point to the next line. This automated feature is called Word Wrap. Just keep typing until you want to start a new paragraph.

#### Inserting Versus Overtyping

Microsoft Word 2007 offers two modes for entering text: Insert mode and Overtyping mode i.e. Insert mode, if you click within existing text and type. Word inserts

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added text between the existing characters. When you switch to Overtyping Mode, any text you type replaces text to the right of the insertion point.

To Enable Overtyping Mode:

1. Select Button Office -->Word Option as shown in Fig6.

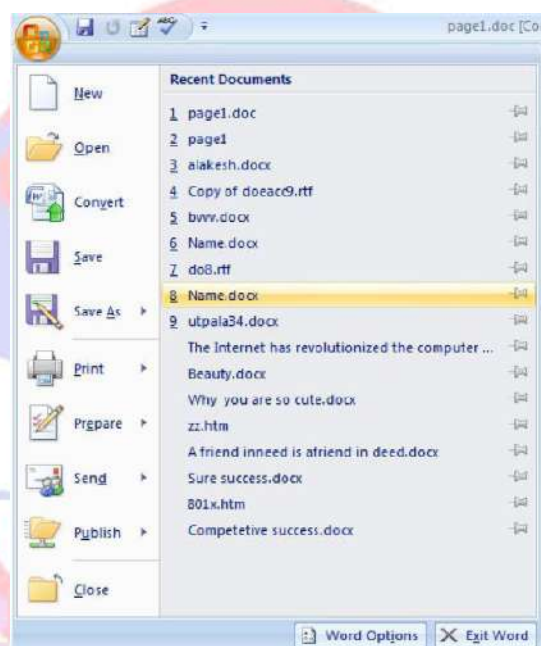


Fig5: Word Option 1

As you click on Word Option, a dialog box appears.

2. Select advanced option in the list at the left side of the Word Option dialog box.
3. Use Overtyping Mode check box to toggle overtyping mode on and off and the Insert Key to Control Overtyping Mode check box to toggle the insert keys control of the overtyping mode on and off.
4. Click OK to apply your change.

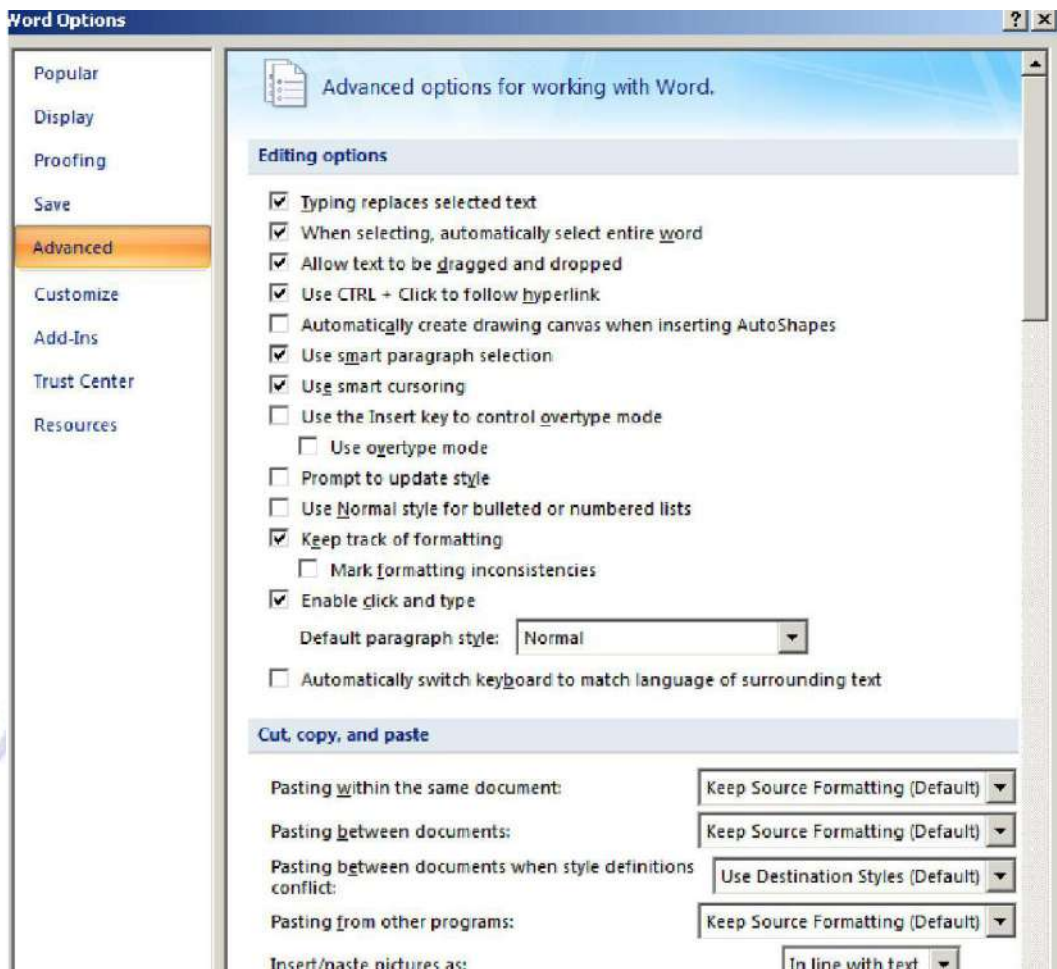


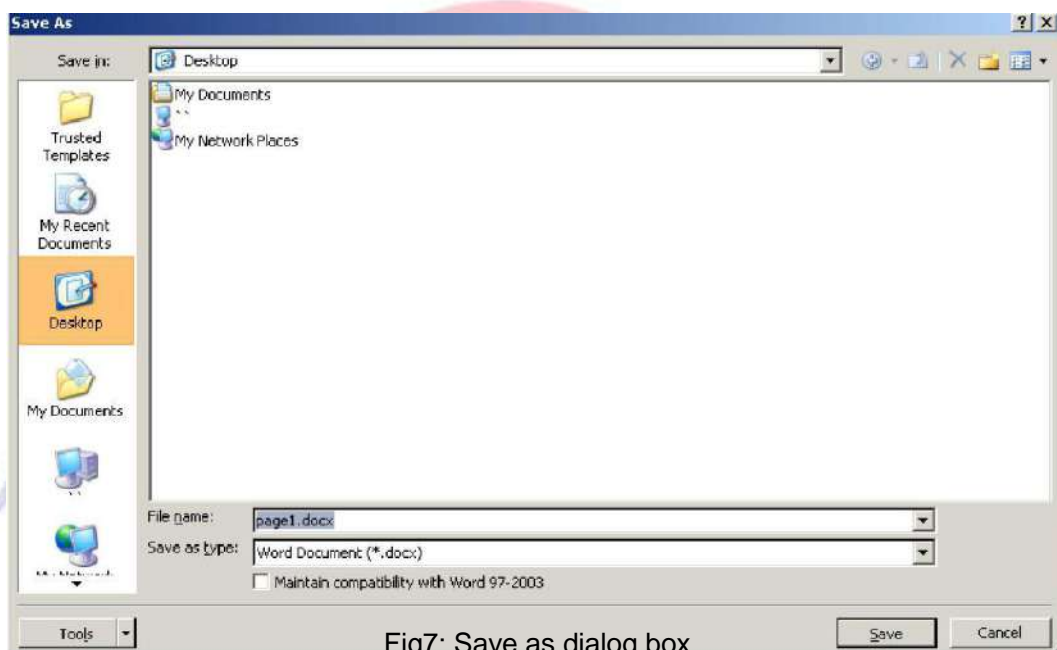
Fig6:

Saving a document

When you create a new blank document the default filename remains documents1 on Words title bar until you save it. That means you are on the risk of losing your important data, time and creativity. To avoid this situation, save your document in following way.

To save document:

1. Click on Office button-->Save  
OR  
Press CTRL+S



2 . Navigate to the save location > enter a filename in FILE NAME text box such as Chapter 1 and then click Save ,the document will be saved in the name chapter 1 with extension .docx.The file name with extension .docx is not compatible with earlier version of office application. Therefore to make your document compatible with earlier version of Office,

Select option Word click on Office Button --> Save As, Save a copy of the document option appears.

Select option Word97-2003Document, Save As dialog box will appear as shown in figure. If you compare Save As dialog box of figure, you will find the difference in

Save as type box where the former dialog box will store the document with .docx extension and latter one will store the document with extension .doc.

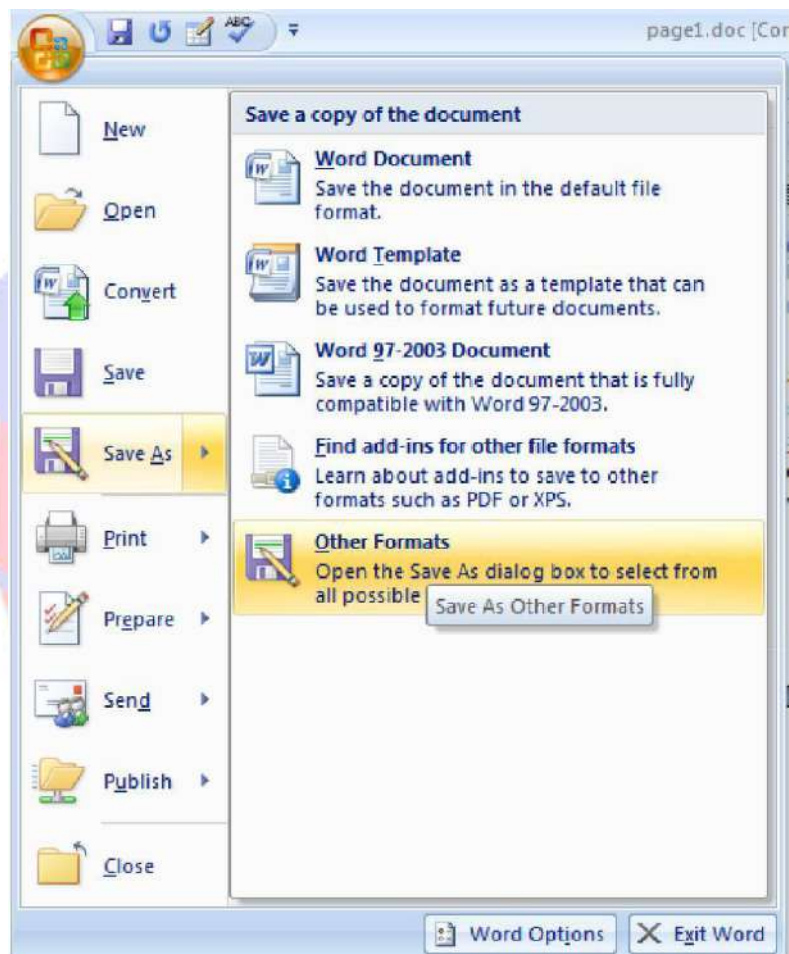


Fig8: Save as Options

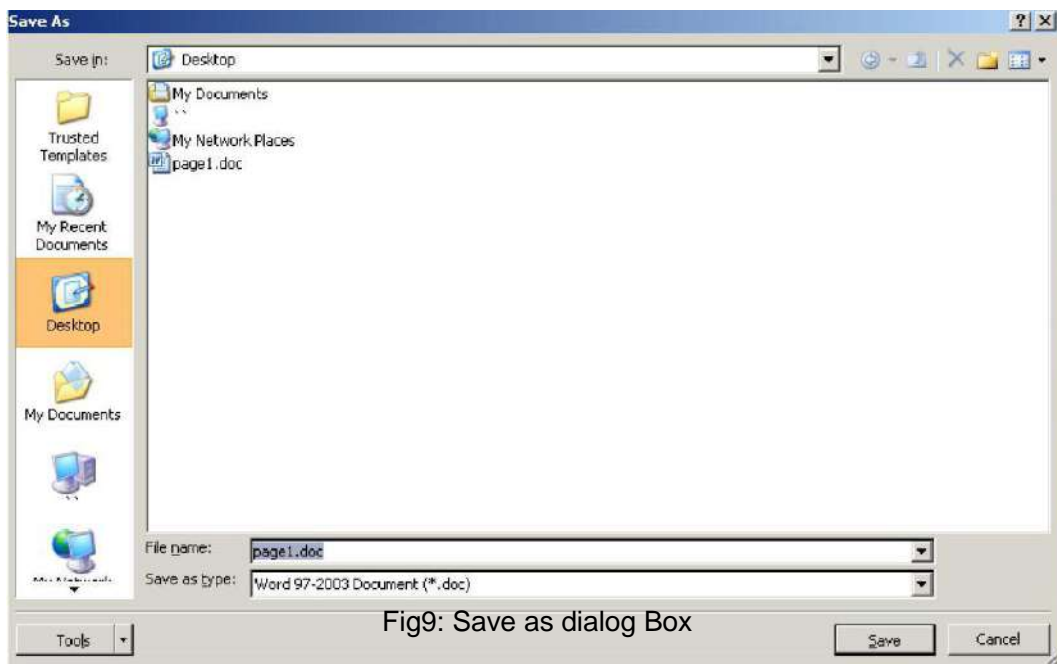


Fig9: Save as dialog Box

You can also convert earlier file format to the latest file format(i.e) compatible with Microsoft Office 2007 using Convert option

If the document is not new, then document saving command will save document immediately using existing filename.

The Design of the New Office Word 2007 Window

The command tabs on the Office Word 2007 user interface are arranged to the sequence of the tasks you are likely to accomplish as you move through the different stages of document creation.

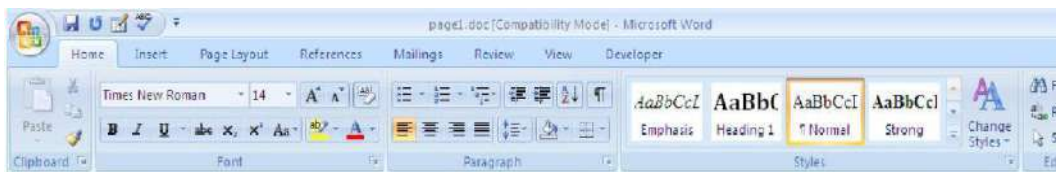


Fig 10: Home Tab

- Home tab: - It includes command related to clipboard, font selection, paragraph setting, and styles and editing.
- Insert tab:- It includes what you need to add pages, tables, illustrations, links, headers and footers, text objects and symbols in your document.
- Page Layout tab:- It contains the commands for working with them, page background and paragraphs spacing in your document. Additionally you choose page setup options and arrange the order of elements on your page using this tab.
- Reference tab:- It includes special elements that requires to create a table of content, footnotes,citation, bibliography,captions,an index and a table of authorities.
- Mailing tab:- It includes elements that are required to create,preview and produce a mail merge project.
- Review tab:-It includes all commands you need for checking spelling, thesaurus your document and sharing it with others for review. Also you will find the commands for adding comments, tracking and working with changes, comparison version and protecting the document.
- View tab:-It houses all the option for displaying your document in different ways from basic document views to a set of display tools for adding rulers and gridlines to option for working with multiple documents in multiple windows.

## Views

Word offers a number of different environments called Views. For composing documents and reviewing text and basic formatting, you can create a fast- display view called Draft views. Print Layout view is useful for working with document containing graphics equation and other non text elements.

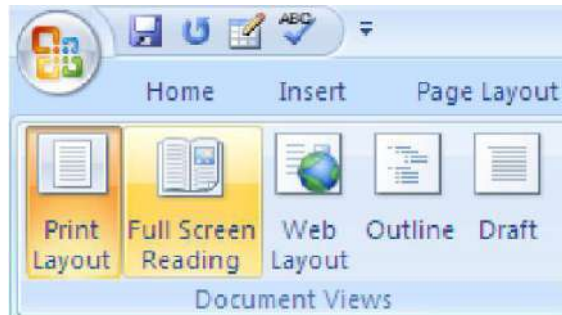


Fig 11: Document Views

If the destination of the document is Internet or Intranet, Word's Web layout view removes paper-oriented screen elements, making documents view compatible with Web browser. For organising and Managing a document, Word's Outline view provides powerful tool that enable you to move whole sections of the document without having to copy, cut and paste.

- **Print Layout:** -One of Word 2007 strongest new feature is live preview which works in Print Layout view. It shows the page as it will appear when printed. Word displays each new document in Print layout view by default.
- **Full Screen Reading:** -Shows the page in away that makes it easiest to read onscreen.
- **Web Layout:** -Shows how the page will appear when viewed from a Web browser. This view also supports live preview feature.
- **Outline View:** -Shows all of the heading and subheadings in your documents. This is the view you will want to use to rearrange page and section of your document.
- **Draft View:** -What was Normal view in earlier version of office is now called Draft View. It shows the page in a simplified format. Draft View is divided into pages by perforation marks.

### Formatting

One of the more difficult conceptual hurdles in understanding Word is the way formatting is done. Types of Formatting may be based on Object or Unit. In order to

format a block of text, you format objects such as letters, words, paragraphs, tables, pictures and so on. However formatting can be applied to any unit you select.

### Font/Character Formatting

Things such as bold, italic, points and superscript are called character or font formatting and can be applied to as little as a single character. You can use a style to apply character formatting directly.

There are various ways of directly applying various kinds of character formatting

- Using Font group on the Home Tab
- The font dialog box
- Using Shortcut key

### FONT GROUP

The font group on Home tab can directly set up 14 separate controls as shown in Fig12. It is compressed or expanded depending on the width of the current Word window



Fig12: Font group

In this group you find the following options:

- **FONT:**-It implies what font the user want(Times New Roman, Arial etc.)
- **Font Size:**-*It controls the height of the font, generally measured in points. Word can go as low as 1 Point and as large as 1,638 points. Plus you can increment the height by 0.5.*
- **Grow/Shrink Size:**- It controls text size by 1 point

- Clear Formatting:- It clears entire text formatting
- Bold:- It makes selected text thicker and darker than usual
- Italic: - It makes selected text slant to right.
- Underline:-It underlines the selected text to emphasise its importance
- Strikethrough:-It cancels out the selected text by drawing a line on the text.
- Subscript:-It position the selected text slightly higher than the text on the line
- Change case:- It provides choices of which characters to use – Uppercase,Lowercase,or some of the combinations.
- Text Highlight Colour:- It emphasise the word to sentence with felt markers
- Font Colour: - It allows you to change the colour of the characters.

The Font dialog box

The Font dialog box as shown in Fig13 can be a useful tool when applying multiple character format changes at the same time. However the Font dialog box and the Font group on the Home tab of the ribbon do not provide identical capabilities. Font tab provides options such as Font, Font Style, Font size, Font Colour,Underline Style,Colour,Effects and Preview.

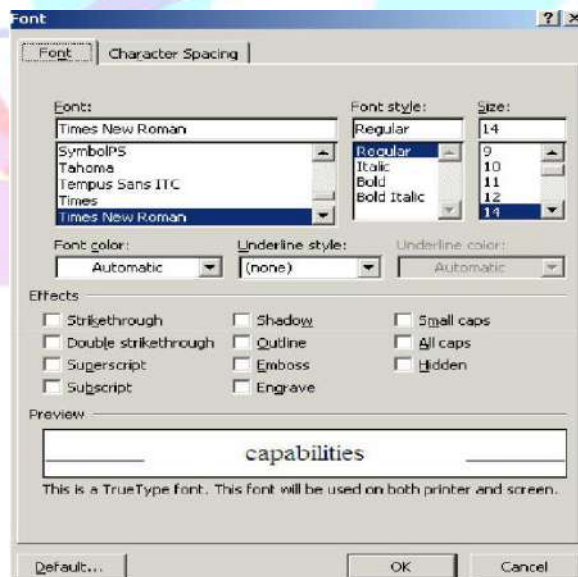


Fig13: Font dialog box

## Character Formatting Shortcut Keys

Many of the character formatting commands discussed in this chapter have been built in keyboard shortcuts table provides a quick reference of keyboard shortcuts related to the character formatting

Commands	Keystrokes
All caps	Ctrl+Shift+A
Bold	Ctrl+B, Ctrl+Shift+B
Copy Formatting	Ctrl+Shift+C
Font dialog box	Ctrl+D, Ctrl+Shift+F
Highlighting	Ait+Ctrl+H
Italic	Ctrl+I
Bold	Ctrl+B
Paste formatting	Ctrl+Shift+V
Point Size:decrease by 1 point	Ctrl+[
Point size:decrease to next preset	Ctrl+Shift+<
Point size:increase by 1 point	Ctrl+]
Point size:increase by next preset	Ctrl+Shift+K
Remove non style character formatting	Ctrl+Space
Small capital letter	Ctrl+Shift+K
Superscript	Ctrl+Shift+=
Subscript	Ctrl+=
Underline	Ctrl+ U
Word Underline	Ctrl+Shift+W

## Formatting technique

To apply character formatting ,you have three basic options:

- Stream Method:-Apply formatting before you start typing a word or press or passage and then turn off when you are done .  
For example,click the Bold tools,type a word and then click the Bold tool again.
- Selection method:- select the text you want formatted by dragging over it or using a keyboard shortcut and the mouse and then apply the formatting.
- Whole word method:- Click anywhere in a word and then chose the desired formatting.

Repeat Formatting(F4):A tremendous time saver in Word is the Repeat Formatting command, invoked by pressing F4. It undo one action at a time.

If you select one word and apply Bold effect by pressing Ctrl+b and then press italic effect.Now you click on another word and press F4,it will apply only italic effect and not Bold effect.This is because F4 repeats only the most recent formatting.

Paragraph Formatting:-

A paragraph is everything between two different paragraph marks.Everything you type in Word resides in paragraph.Even if you type nothing at all, every document contains at least one paragraph. The key to know presence of a paragraph is ubiquitous paragraph mark: ¶ .This paragraph mark is the repository of paragraph formatting.

Style and Paragraph Formatting

You will always use two styles: a paragraph style and a character style.By default people use just a single paragraph style called Normal and a single character style called Default Paragraph. Like character formatting, paragraph can be applied using a wide variety of tools that apply certain paragraph attribute.

You can also apply borders and shading to the paragraph to the paragraph from the menu that appears on clicking Border tools drop down list arrow in the Home Tab. Paragraph formatting can be thought of as encompassing two concept:

- Structural formatting- Attribute that affects the overall structure of that text, such as alignment, indentation, tabs etc.
- Decorative formatting- Attribute that affects the interior appearance of the text such as shading, borders, numbering and bullets.

Structural formatting

Indentation- It is typically used for automatically indenting the first line of paragraphs block indenting quotes and setting up hanging indentation for bulleted or numbered text preset indentation can be set of the Home tab on the ribbon as shown in Fig17

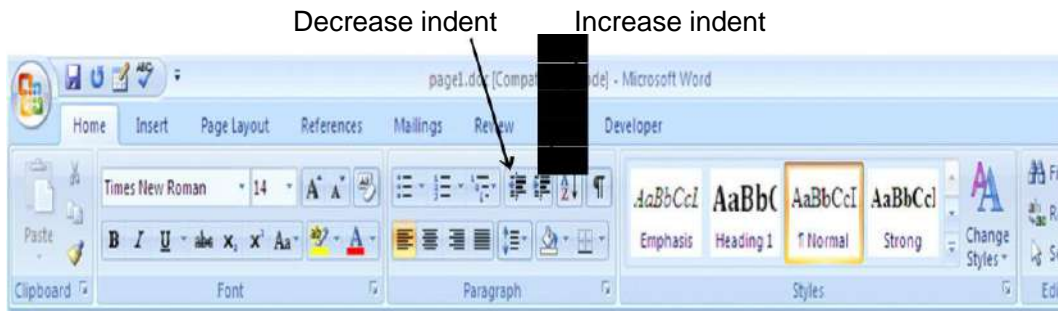


Fig 14: Indentation

You can also perform Decrease and Increase indent using the Backspace and Tab keys respectively.

More precisely indentation can be set using the indent Left and Right setting controls in the page layout tab of the Ribbon. First – line indent or hanging indent typically are set using the mouse drag controls on the horizontal rulers

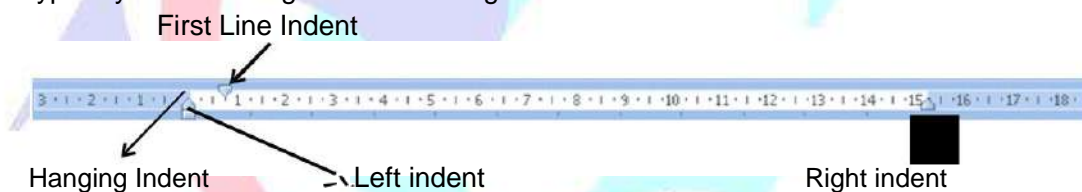


Fig 15: Indentation

Alignment – Horizontal alignment determines how any given paragraph is oriented. The four options are Left, Right, Centered and Justified. Setting can be made using the respective controls in the paragraphs group in the Home tab of the Ribbon as shown in figure.



Fig 16: Alignment controls

They can be made using four Alignments in the paragraph dialog box as shown in fig. Finally they can be set using Ctrl+L, Ctrl+R, Ctrl+E, Ctrl+J for left, right, centered and justified alignment respectively.

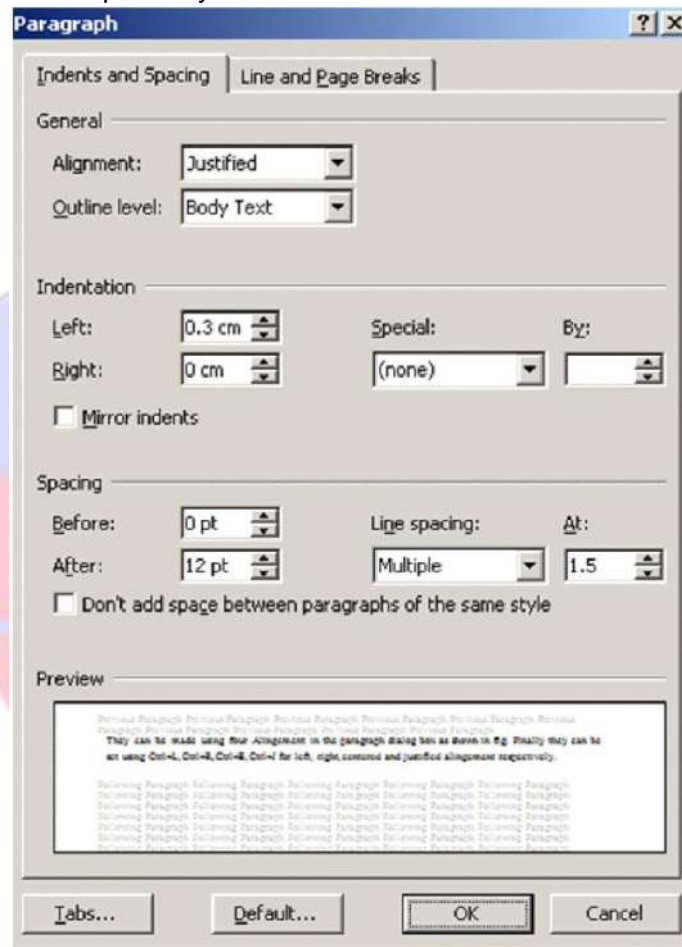


Fig17: Paragraph dialog box

Tabs:-Tabs is the abbreviation of Tabulation. By default,a new document doesn't have any explicit tabs set. However,when no explicit tabs are set,Word uses default preset tabs 5" from left.Tabs can be set using the horizontal ruler line or the tabs dialog box,using the ruler line,you first determine the type of tabs by clicking of tab control at the left end of the ruler. The five built in tabs types are as shown in table below in






Tabs	Working
	Left tab sets the starting position of text
	Center tab centers text at the set position
	Right tabs sets the ending position
	Decimal tab align all number at the decimal point, regardless of length
	Bar tab causes a vertical bar to be inserted at the location of the tab

Table : Tab Working

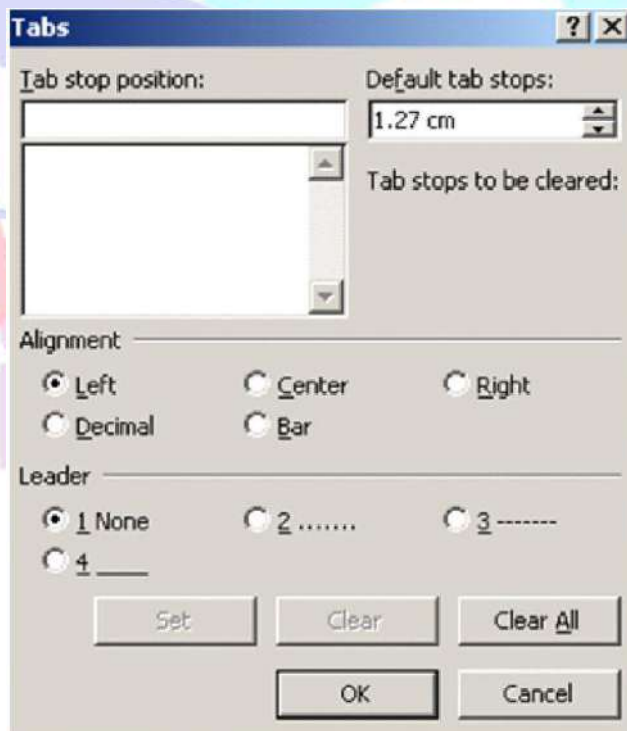


Fig:18

Tabs leaders are often used in table contents and indexes are as shown below:

Chapter 1 Introduction of Fundamental computer.....	1
Chapter 2 MS Dos.....	2
Chapter 3 Introduction of MS Word.....	3

### Paragraph Decoration

This feature include shading,boxes,bullets and other semi-graphical elements that help the reader to understand the text better.

- Numbering/bullets- Numbering and bullets can be applied simply by clicking the Numbering or bullets tool in the Home tab of the ribbon.You can apply the Numbering or Bullets tool and just start typing.When you are done with your list simply press Enter twice.
- Shading- paragraph shading as well as shading of individual words,can be performed graphically with live preview using the shading control in the Home tab of the ribbon as shown in Fig19

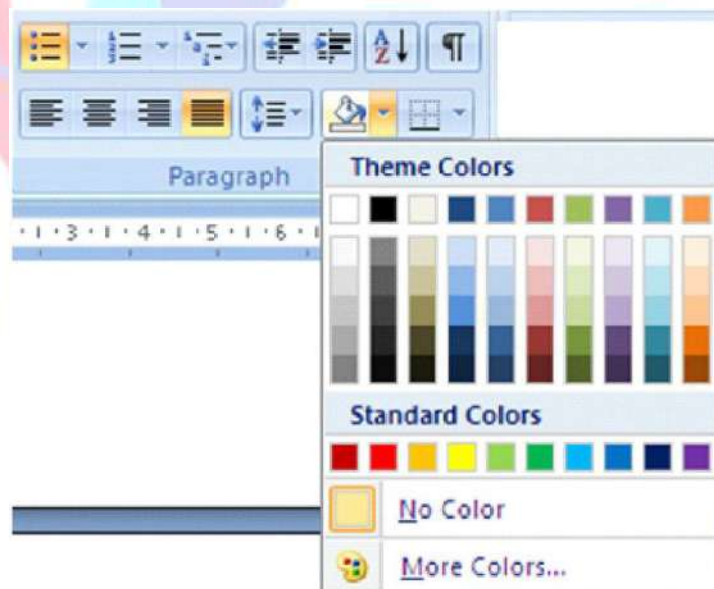


Fig 19: Theme Colors

## Section Formatting

For Word, section formatting is large scale formatting that usually affects the entire document. To contain the section formatting, you need a whole document or a whole document template. Section formatting is useful only when you need to apply different section formatting within a same document. There are various kind of section formatting such as Headers and Footers, Footnotes, Changes in line numbering Style, Margins, Orientation, Paper size and Paper Source, Columns.

## Section Formatting

You can use section formatting to change the layout or formatting of a page in your document. For example you can layout part of a single column page as two columns.

1. Section formatted as a single column
2. Section formatted as two columns

## Inserting Section breaks

1. On the page Layout tab, in the page setup group, click Breaks

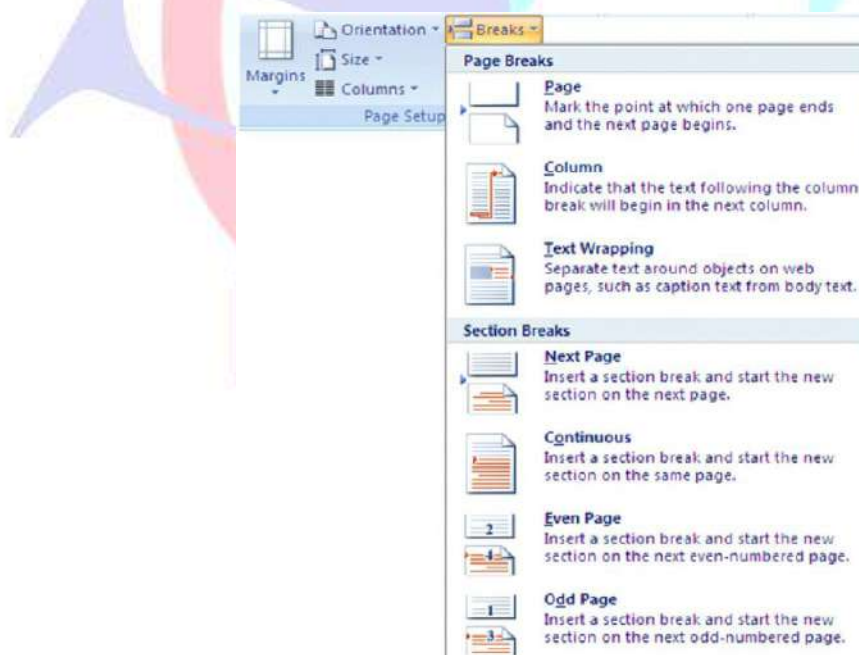


Fig20: Breaks Option

Click the type of section break that you want to use

Remove changes of the document layout

A section break defines where a formatting change occurs in the document. When you delete a section break, you also delete the section formatting for the text before the break. The text becomes part of the following section, and it assumes the formatting of that section.

Make sure that you are in Draft view so that you can see the double dotted line section break

1. Select the section break you that want to delete
2. Press DELETE

Type of section breaks that you can insert

Section breaks are used to create layout or formatting changes in a portion of a document. You can change the following formats for individual sections.

- Margin- Page margins are the blank space around the edges of the page. In general, you can insert text and graphics in the printable area between the margins. However you can position some items in the margins. For example, headers, footers and page numbers.

View page margins

1. Click the Microsoft Office button, and then click Word Options
2. Click Advanced and then click Show Text boundaries check box under show Document content. The Page margins appear in your document as dotted lines

Paper size orientation:

Orientation refers to whether the page is horizontally (landscape) or vertically (portrait - default orientation)

When you change the orientation, the galleries of predesigned page and cover page options also change to offer pages that have the orientation that you chose.

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Page borders: - you can add a border to add interest and emphasis to various parts of your documents. You can add page borders in many line styles and colors as well as a variety of graphical borders.

Header and Footer: - Header and footer are area in the top, bottom and many side margin of each page in a document. you can insert or changes text of graphics in header and footer. For example you can add page number, the time and date, a company logo, the document title or file name, or the author name.

You can control whether header and footer are different for odd and even pages, whether the first page should have a different header or footer and whether header and footer are placed relative to the edge of printed page.

#### Creating Headers and Footers

1. Select Header or Footer option in the Header & Footer on Insert tab
2. Select a Building Block from the respectively gallery. When the header and Footer section are active, you can add text, number, field codes, graphics, Building Blocks and objectives to customize your document headers and footer. on inserting Header or Footer, the Header & Footer Tools tab is displayed along with the Design tab as shown in Fig21

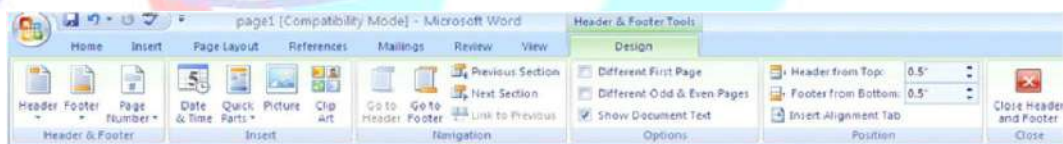


Fig:21

The Design tab includes the following:

- Header Gallery- enable you to edit or remove a header
- Footer gallery- enable you to edit or remove footer
- Page number gallery- insert page number field, such as {Page}. it is used to insert a page number to the top of page, to bottom of the page, in the pages margin or at current position.
- Date & Time-opens date & time dialog box, which enable you to insert current date and time.

- Picture- inserts images in your picture folder by default from the insert Picture dialog box.
- Clip Art-opens and closes the Clip Art task pane and enable you to search for and insert clip art into your header and footer.
- Go to header-jumps to header section if you are working in the footer sections
- Go to footer;- jumps to header section if you are working in the footer sections
- Previous Section- displays the header or footer used in the previous section based on the current location of the insertion point.
- Next Section-displays the header or footer used in the next section ,based on the current location of the insertion point
- Link to previous-link the header and footer in the current section to the preceding section. this enables you to create a continuous flow from section to section
- Different First page-specifies that you want to format the first page header and footer differently
- Different Odd & Even Page- enables you format headers and footers separately for odd and even pages
- Show document Text-Toggles the display of the document content. You can hide documents text to simplify your view as you create and edit headers and Footers.
- Header from Top:-enables you to control where the header is positioned from the top edge of the page.
- Footer from Bottom- enables you to control where the footer is positioned from the bottom edge of the page.
- Insert Alignments Tab: - opens the alignment tab dialog box to insert a tab relative to the margin or indent.
- Close Header and Footer: - closes the header and footer areas as well as the header & Footer Tools tab.
- Columns;- use the columns tools in the page Setup on the Page Layout tab to set the number of column either in the current section or in all sections
- Page numbering: - if your document has multiple pages, you can display the page number on each page. in most documents ,page numbers appears in either the header or the footer of each page

- Line Numbering: - Microsoft Office Word can automatically count the lines in a document and display number beside each lines of text. This is useful when you need to refer to specific lines in a document, such as a script or a legal contract.
- Footnotes and Endnotes: - That are used in printed documents to explain, comment on, or provide for text in a document .you might use footnotes for detail comments and endnotes for citation of sources.

### Restrict formatting changes

When you look distribute for others to edit and you don't want them to change the look of the document, you can restrict all or some of the themes and style. You can also permit reviewers to change some of the themes and styles

### Restrict Formatting

By default, all styles are available and can be changed by other users, you can restrict people from changing the formatting or styles for portions of your documents or for the entire document.

### To restrict formatting

1. On the Home tab, in the styles group, click the Styles Dialog Box Launcher.

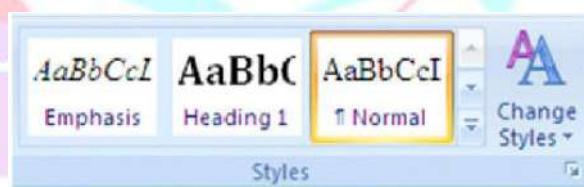


Fig22

2. In the Style task pane, clicks manage Styles  and then click the Restrict tab.

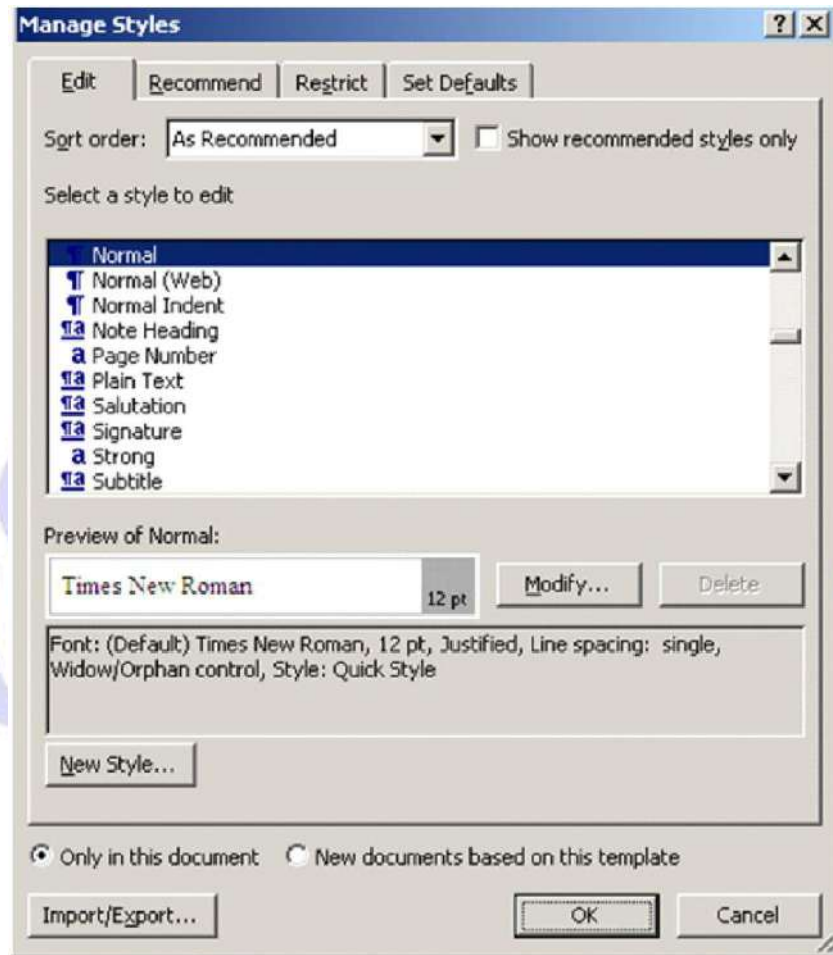



Fig23: Manage Styles dialog box

In the sort order list, select the sort order that you want to use to review the styles


Click the individual styles that you want to restrict, or select groups of styles by clicking one of the following options

- **Select Visible:** - Click this option to set the styles that appear by default in the recommended list. To see the list of recommended styles, click the recommended tab.

- Select all- click this option to select all the styles that are included in word and all of the customs styles that you created
5. Select the check boxes next to one or more of the following :
    - Limit formatting to permitted styles- Select this option to allow reviewers to change formatting using only permitted styles. Reviewers won't be able to format text directly or use styles that are selected.
    - Allow auto Format to override formatting- Select this option to allow reviewers to use restrict styles when automatically formatting text such as hyperlinks or automatic bullets.eg If you select this check box, word will automatically format hyperlinks, even if the hyperlink style is locked
    - Block Theme or Scheme switching- select this option to prevent reviewers from changing the themes that are used in the document.
    - Block Quick Style Set switching-Select this option to prevent reviewers from changing the current style set.
  6. Click Restrict. A lock icon  appears next to any styles that are restricted
  7. Click Ok
  8. You may be prompted to create an optional password. To assign a password to the document so that only people who know the password can remove the restriction, type a password in the enter new password box and then confirm the password.

### Permit formatting

After you have restricted specific styles, you can remove the restriction so that other people are permitted to use them in your document

1. On the Home tab, in the Styles group, click the Styles Dialog Box Launcher
  2. In the Styles task pane ,click manage styles ,Manages styles dialog box appears
  3. Click the Restrict tab
  4. Select the sort order that you want to use to view styles
  5. Click the individual styles that you want to permit, or select groups of styles by clicking one of the following options
  6. Click Permit
-

7. If the styles restriction are password are protected, type the password to unlock the styles

#### Using Backgrounds and watermarks

One quick and often effective way to add information and visual impact to your document is add a background to documents. In word 2007, you can view background in all views except Draft view and Outline view. If you want to create a more print friendly background, you should consider using watermark. A watermark is faded text or a piece picture that appear behind document text. Watermarks are often used to add visual appeal to a document or to identify a document status such as Draft or Confidential. You can see watermarks in print Layout view, in Print layout view, in Print Preview or on printed documents.

When you create a background for a document, you can use color gradient, patterns, pictures, solid colors, light colored picture or light color text appears behind your documents content.

Adding background to your document:

1. Click a color on the color palette to add a background color.
2. Chose More Colors to access additional colors that you can apply to your background.
3. Chose Fill effects to access the gradient, texture, pattern and picture tabs in the Fill Effects dialog box. Setting on these tabs enable you to create custom backgrounds.

To Print a document with the background displayed ,you must configure setting in the Word options dialog box before you print as follows

1. Click the Microsoft Options Button-> Word Options->Dispalys
2. In the Printing Options section, select the Print background Colors and Images check box
3. Click OK

### Adding Watermarks to Document

1. Display your document in Print Layout view and Click the page layout tab.
2. In the Background group, click Watermark.
3. The Watermark gallery appears as shown
4. Click on Custom Watermarks to create your own picture or text watermarks.  
it will display Printed watermarks dialog box as shown in Fig24.
  - Picture Watermarks- it inserts a picture watermarks. You can use color or grayscales picture for watermarks.
  - Text Watermarks-it insert a text watermarks. You can configure the settings such as font, size, color and layout for the watermarks. You can display the watermarks text diagonally or horizontally
5. Click OK to apply the setting
6. Click close

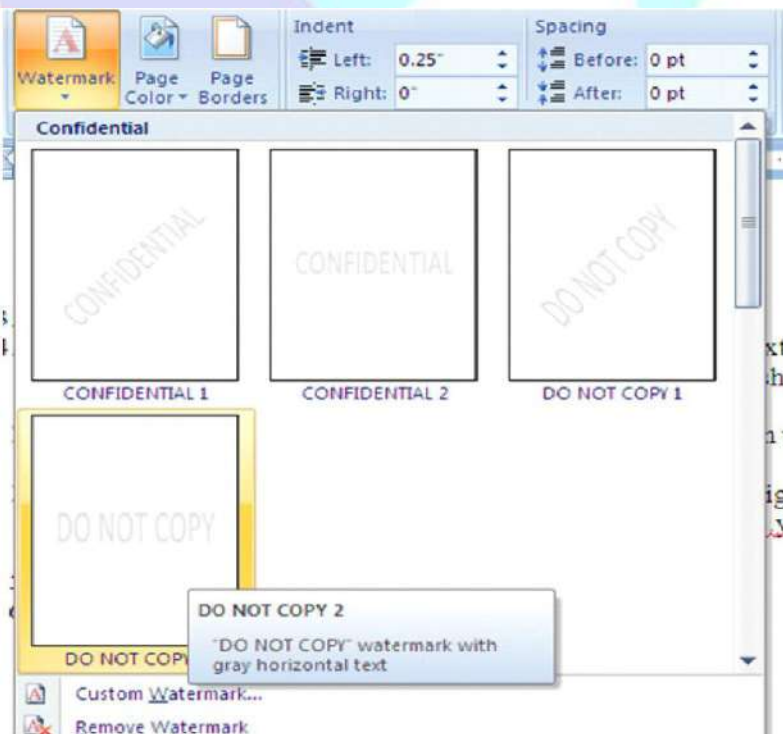


Fig 24: Watermarks option



Fig25: Printed watermark dialog box

## Tables and Graphics

### Introduction

Tables are one of the Words most powerful and useful tools. They are extremely flexible and easy to create and manipulate, both directly and by using the Ribbon. It is now easier than ever to create professional looking tables quickly and with minimal effort. Live preview comes to life when it comes to working with tables.

This section will also discuss configuration of graphics such as inserting a picture and other graphics, working with picture and smartart. Standard formatting options, such as bold, italic and underline are all available on the Home tab WordArt, however is just as useful in formatting even though it is typically used sparingly in document

### Basic of Table

A table is a container for information consists of vertical columns and horizontal rows. There are three basic methods for creating a table from scratch. One is to use the Table tool to select the number of rows and columns you want. Second tool is the drawing table. Third way of creating table is Quick tables tool.

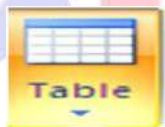
In Microsoft Office Word 2007, you can insert a table by choosing from a selection of preformed tables-complete with sample data- or by selecting the number of rows and columns that you want. You can insert a table into a document,or you can insert one table into another table to create a more complex table.

#### Insert a table

You can use table templates to insert to insert that are based on a gallery of preformatted tables. Table templates contain sample data to help visualize what the table will look when you add your data.Quick Tables are tables that are stored in galleries as building blocks.You can access and reuse Quick Tables at any time.If you frequently use a table with specific formatting, you can save a copy of the table in the Quick Tables gallery so that you don't need to recreate the table each time that you want to use it.

#### Inserting a table by using Quick Tables

1. Click where you want to insert a table
2. On the Insert tab, in the Tables group, click Table



3. Point to Quick tables,and then click the table that you want shown in Fig26.

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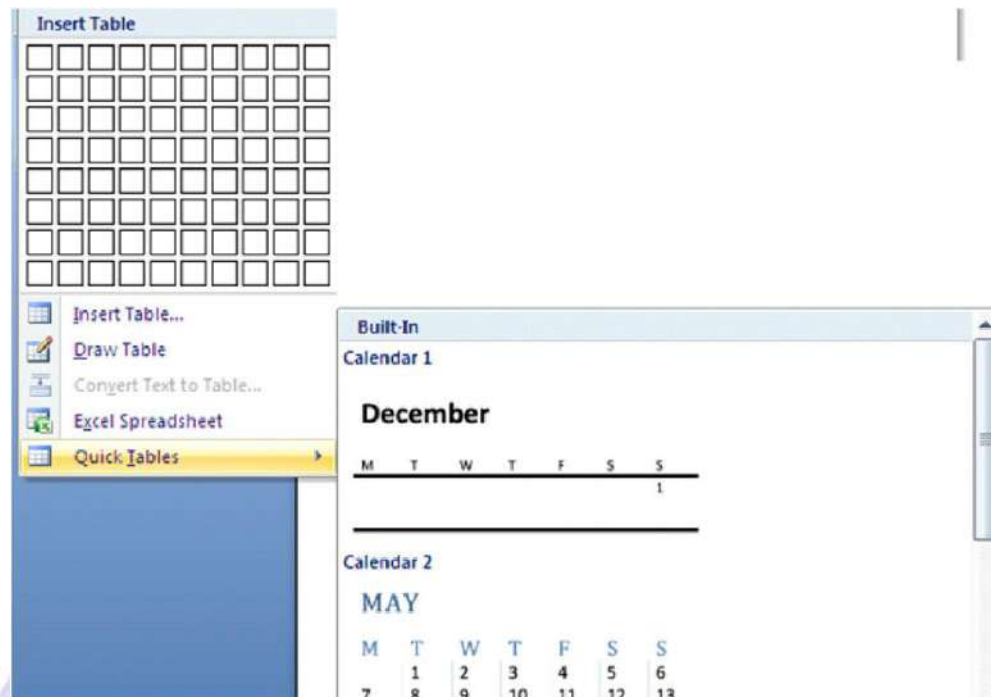


Fig26: quick tables option

4. If necessary, replace the placeholders data in the table with the data that you want .

Using the Table menu

1. Click where you want to insert a table
2. On the Insert tab, in the tables group, click table and then, under Insert table, drag to select the number of rows and columns that you want.

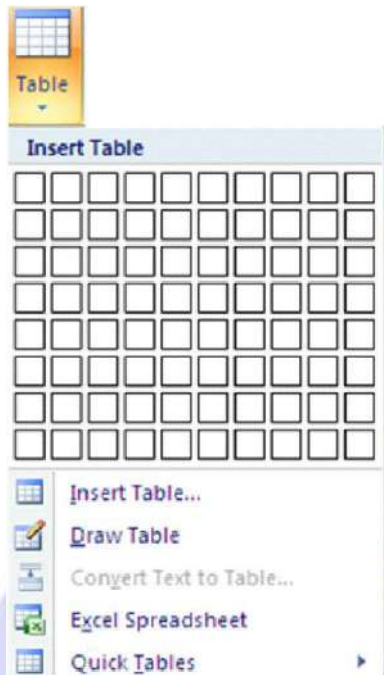


Fig27: Insert Table option

Using the insert table command

You can use the insert Table command to choose the table dimension and format before insert the table into a document

1. Click where you want to insert a table
2. On the insert tab, in the Tables group,click Table and then click Insert Table.The Insert Table dialog box appears as shown in Fig28.



Fig28: Insert table dialog box

1. Under Table size, enter the number of columns and rows.
2. Under AutoFit behavior, choose options to adjust the table size

#### Drawing a table

You can create a table by drawing the rows and columns that you want or by converting text to a table. You can draw a complex table—for example, one that contains cells of different or a varying number of columns per row.

1. Click where you want to create the table
2. On the Insert tab, in the Table group, click table, and then click Draw Table
3. The pointer changes to a pencil
4. To define the outer table boundaries, draw a rectangle. Then draw the columns lines and row lines inside the rectangle
5. To erase a line or block, under Table tools, on the Design tab, in the Draw Borders group, click Eraser.
6. Click the line that you want to erase. To erase the entire table, see Delete a table or clear its content
7. When you finish drawing the tables, click in a cell and start typing or insert a graphics



Fig:29

### Add a cell

1. Click in a cell that is to the right of or above where you want to insert a cell.
2. Under table tools, on the Layout tab, click the Rows and Columns dialog Box Launcher.
3. Click one of the following options

Click	To
Shift cells right	Insert a cell and move all other cells in that row to the right
Shift cells down	Insert a cell and move the existing cells down one row. a new row is added at the bottom of the table
Insert entire row	Insert a row above the cell that you clicked in
Insert entire column	Insert a column to the left of the cell that you clicked in

### Add a row above or below

1. Click in a cell above or below where you want to add a row
2. Under table Tools, on the Layout tab, do one of the following:
  - To add a row the cell, click Insert Above in the Rows and Columns group
  - To add a row the cell, click Insert Below in the Rows and Columns group.

Note: Same procedure as follow for Adding a Column to the left or right in a cell. Click in a cell to the left or right of where you want to add a column

#### Delete a cell

1. Select the cell that you want to delete by clicking its left edge
2. Under Table Tools,click the Layout tab
3. In the Rows & Columns group, click Delete

#### Delete a cell

1. Select the cell that want to delete by clicking its left edge
2. Under table tools,click the Layout tab.
3. In the Rows & columns group,click Delete, and then click Delete cells
4. Click one of the follow

Click	To
Shift cells left	Delete a cell and shift all other cells in that row to the left.
Shift cells up	Delete a cell and move the remaining existing cells in that column up one row each.A new blank cell is added at the bottom of the column .
Delete entire row	Delete the entire row that contain the cell that you click in
Delete entire column	Delete the entire row that contains the cell that you clicked in

Fig: Delete cell

#### Delete a row and column

1. Select the rows that you want to delete by clicking its left edges
2. Under Table Tools ,click the Layout tab
3. In the Rows and Column group, click Delete, and then click Delete Rows

Note: Same procedure as follow in deleting column.

### Merge cells

You can combine two or more table cells located in the same rows or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several column.

1. Select the cells that you want to merge by clicking the left edges of a cell and then dragging the mouse across the other cells that you want.
2. Under Table Tools ,on the Layout tab, in the Merge group, click Merge cells.

### Split Cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under table Tools on the Layout tab in the Merge group,Click split cells
3. Enter the number of columns or rows that you want to split the selected cells into.

### Add table borders to specify cells only

1. On the Home tab,in the paragraph group,click Show/Hide
2. Select the cells that you want including their end of cell marks
3. Under table Tools,click the Design tab
4. In the table Style group,click Borders,and then click the border that you want to add.

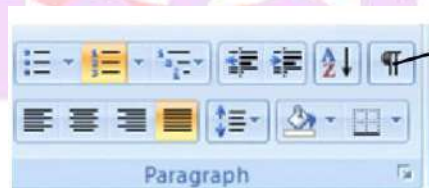


Fig 30: Show/Hide border

### Display or hide gridlines

Gridlines show the cell boundaries of a table on the screen wherever the table doesn't have borders applied. If you hide the gridlines in a table that has border, you won't see the changes because the gridlines are behind the borders. To view the gridlines, remove the borders.

Unlike borders, gridlines appear only on the screen; they are never printed. If you turn off gridlines, the table is displayed as it will be printed.

### Modifying Table Properties

**Cell Size**- when cell height and width need to be controlled precisely, click in the corresponding boxes in the Cell Size group on the Layout tab.

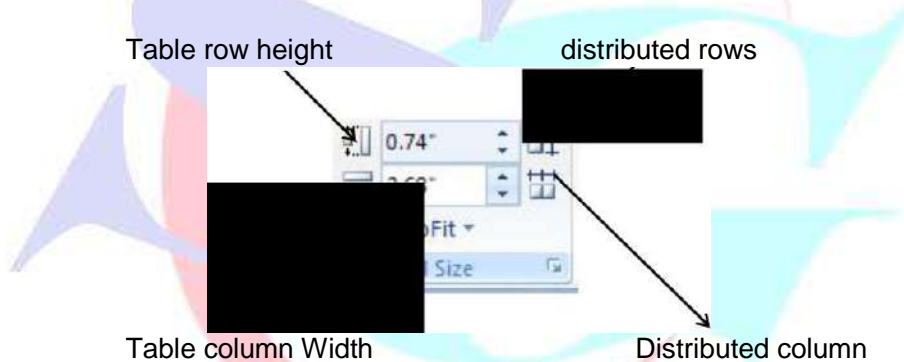


Fig 31: Cell Size

When you need all the rows to have the identical height, click the Distributed button. Similarly, click Distributed Columns to set selected or all columns to the width, but this command will not equalize the whole table.

**Cell alignment**- it offers 9 options as shown

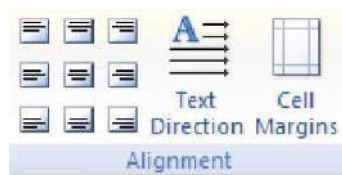


Fig 32: Cell Alignment

To set or changes cell alignment,click it or select the cells you want to change and then click the desired tool.

Text Direction:

To control direction in table cells,click the Text Direction tool in the layout tab.This option often makes possible the portrait presentation of tables that otherwise need to reside in separate landscape document section

Cell margins and the cell spacing:-

Word provide several kinds of controls for cell margins.Cell margins is the distance between cell content and the imaginary lines that divide cells. Proper margins can keep cells from becoming too crowded .Cell spacing is used to create cool effect that gives table the appearance of having a distinct box inside each table cell.

Graphics

WordArt

WordArt is a gallery of text styles what you can add to your 2007 Microsoft Office system document to create decorative effects, such as shadowed or mirrored (reflected) text. In Microsoft Office Power Point 2007, you can also convert exiting text into Word Art.

Adding WortArt to your document

1. On the Insert tab in the Text group click WordArt and then click the WordArt style that you want as shown Fig33



Fig 33: word Art style options

2. Type your text in the Text box as shown in Fig34

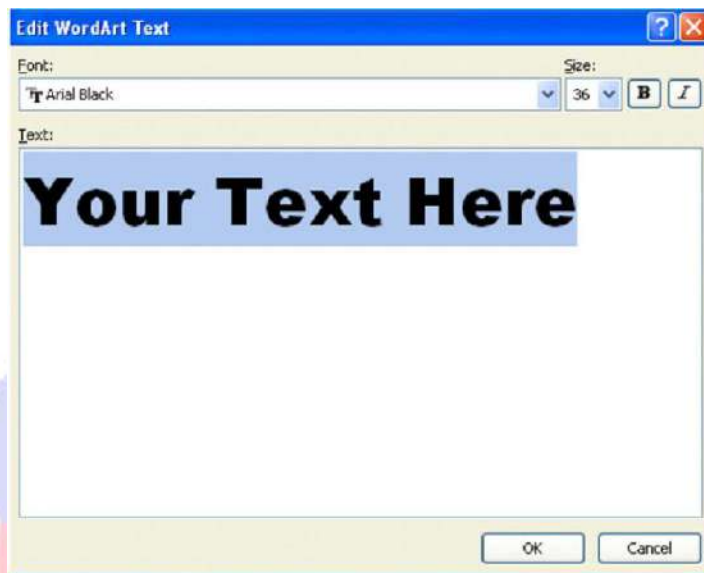


Fig 34: Edit WordArt Text

3. Click Ok and then text with WordArt effect displayed

You can customize the shape surrounding the WordArt as well as the text in the WordArt

To create Word Art for your Text

1. Select the text to which you want to add an effect.
2. Click the Word Art button in the Text group on the insert tab and select a Word Art style
3. In the WordArt Styles group on the Format tab under Drawing Tools click the commands you want from the text on the Text Fill menu.

Inserting picture from files

Picture enables you to show the reader what you mean. It saves many paragraph of explanation. You can insert picture in Word in several ways, using picture from a variety of different graphics formats. You can insert the picture from removal media or CD/DVD or over Network or from web camera.

To insert a picture:

At the insertion point, click on Insert->Picture, it displays the Insert Picture dialog box.

Click the drop down arrow to Insert to view the Insert Options.

- Insert- the picture is embedded in the current document.it will exist in your document even after deleting or moving an original picture.
- Link to File-a link to picture is inserted and picture is displayed in the document. The document file will be smaller.if the original file is moved or deleted it will no longer be available for viewing .
- Insert and Link- the images is both embedded in document and linked to the original file.if the file is upgraded the picture in the document will be updated to reflect changes in the original.

### Wrapping

Wrapping is the term used to classify the various ways in which pictures are used in a Word document. It determine how graphics interact with each other and with text. To set the wrapping behavior of a graphics, double click on picture and click the wrapping tool in the Arrange group. There are several wrapping setting available as shown Fig34

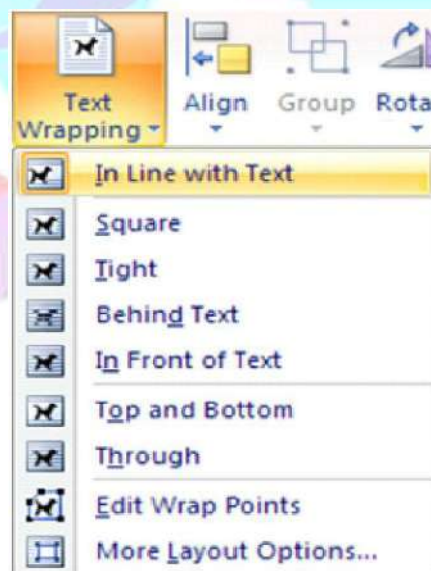


Fig34: Text Wrapping options

Wrapping option will see after inserting the Picture. Click Picture Tools. As shown in Fig35

**Resizing and Cropping-** Resizing changes the physical dimension of the picture as it displayed in your document. it will not make the associate file any larger or smaller. You can resize a picture by typing the measurement or by dragging. To resize by dragging, click on the picture and then move the mouse pointer so that its over one of the eight sizing handles. Drag until the picture is of the desired size and then release the mouse button.

Cropping refers to blocking out certain portions of a picture by changing its exterior borders. You can crop out unnecessary details. To crop the picture ,click the Crop button in the Size group in the Picture Tools on the Format tab. The selected picture sprouts remove the part of the picture you want to hide.



Fig35: Picture Tools

Picture Effects-additional picture effects can be applied and refined using the Picture effects tool,also contained in the picture styles group.There are millions of different permutations of effect you can apply as shown

- **Format Picture/Shape-** you can hone many picture styles and effects using the Format Picture/Format shape dialog box.To display the Format Picture/format dialog box right click on a picture or shape and choose Format Picture or Format shape.
- **Arranging the picture on the page-** word has additional tools for quickly controller the position of picture,both two dimensionally on the document page,as well as with respect to other object in the graphical layer.In Arrange group, click Position options in Fig36

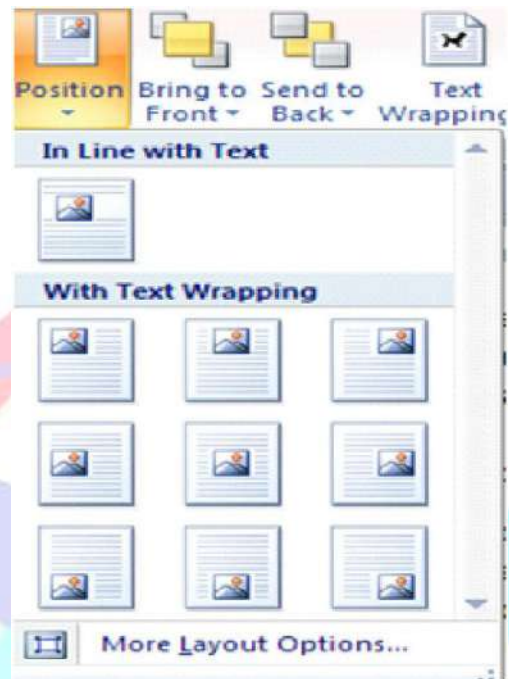


Fig36: Position options

### Inserting Clip Art

Clip art provides another sources of your documents,frequently used in newsletter and flayers when visuals are useful. Clip art has hundared or even thousands of little pieces that you can use anywhere.To Insert Clip Art at the insertion point, Click insert -> Clip Art ,in the illustration group

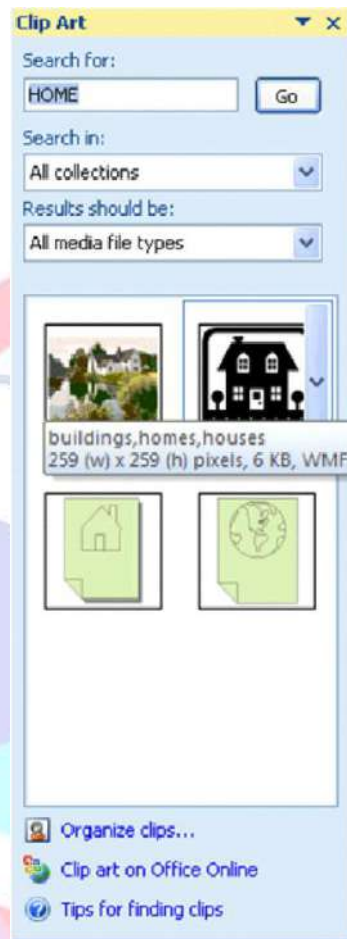


Fig37: Inserting Clip Art

### Smart Art

There's now a whole new level of professional graphics available for use in Office Word 2007. You can now make sparkling, shiny, bubbly diagrams with Word 2007. Smart Art replaces Word 2003 and earlier Insert Diagram and Insert Organisation Chart feature. The six item diagrams gallery has been completely revamped and replaced with Smart Art. Moreover, the plain two-dimensional formatting has been replaced by 3-D formatting.

### Inserting SmartArt

On the Insert tab click Smartartoptions option in Illustration group,Choose a Smart Art Graphics dialog box appears as shown



Fig38: SmartArt gallery

### Revising Document using Markup Tools

As you probably know, many finished documents reflect the effort of a group of people who worked together to create a final product, commented. For example, this book is written by an author, modified by an editor, commented on by a technical reviewer, and inspected and approved by a project manager. Such collaboration can be simplified tremendously by using the markup tools available in Microsoft Office 2007.

### Familiarizing with Markup tools

When you collaborate on a document, you can use Word to track and merge people's changes and comments, highlight information to draw attention to selected text and graphics, store versions of a document throughout the development process, and also add ink and voice comments.

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- Comments-enable you to make notes on a document with suggestion and comment makers in the text, which can be either parenthesis linked to ballons or parenthesis accompanied by commentes initial
- Highlight tool- enable you to draw attentation to particular information by adding color background to the information
- Ink support for Table Pc s-enable you to draw and write a document directlyby using a styles or other drawing device
- Protect Document options- enables you to restrict formatting and editing capabilities of reviewers.
- Track changes feature- records editing changes,includingdeletion,insertion and formatting changes made to a document
- Voice comment- enables you to insert voice comments into a documents

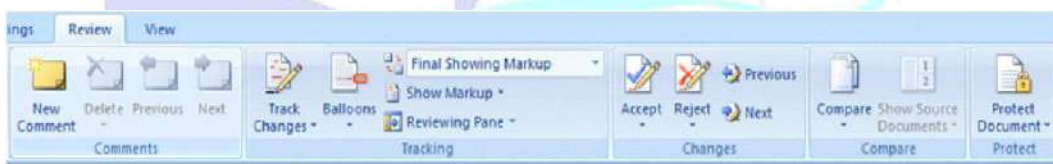


Fig39: Review Tab

### Configuring Reviewer User Name

Before you start into configure user inserting comments and tracked changes,you need information, you simply configure the word option setting

To configure the Reviwers User Names

1. Click the Review tab-> Track changes arrow-> Change user Names as shown in Fig40.

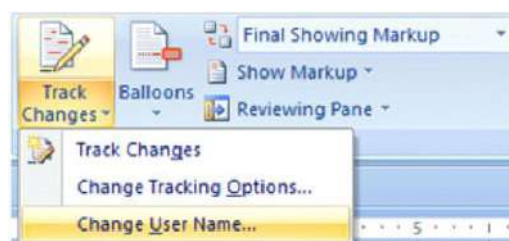


Fig40: Changing User name

The Popular category in the Word Options dialog box gets displayed. The usernames setting are located in the Personalize Your Copy of Microsoft Office section

2. In the user name box, type the name you want to identify your comments and then enter your initials in the box as shown Fig41

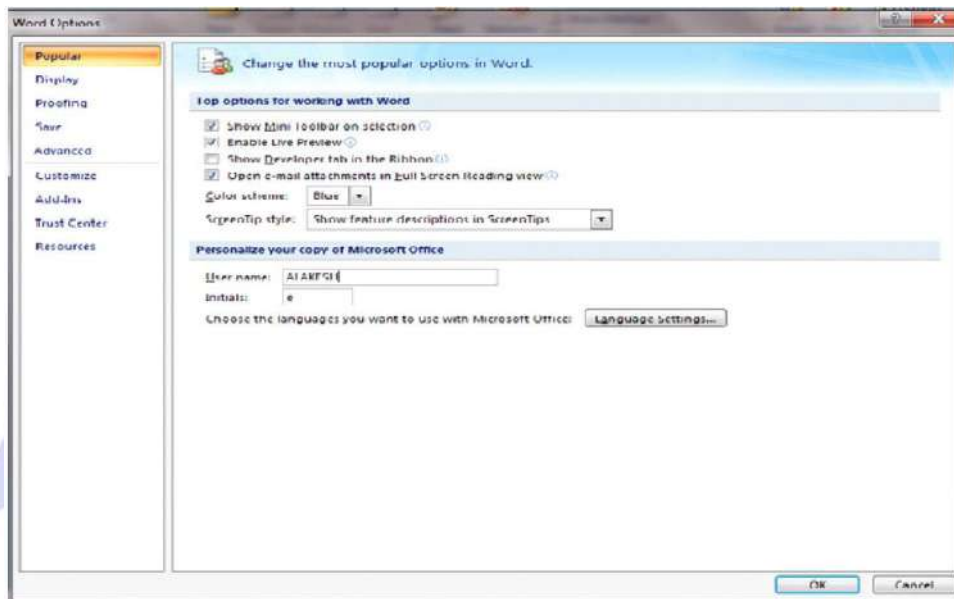


Fig41: Personalize Your document options

3. Click Ok to save changes

### Adding and Managing Comments

Comments enables people who collaborate on documents to ask question, provides suggestion, insert notes and generally make notes on documents content without inserting revision or question into body of the document. Inserting a comments is a straightforward process. You can insert your comments at insertion point or you select content that you want to associate with your comment.

To insert the comment

1. Position the insertion point where you want to insert a comment or select the content you want to associate with your comment
2. Click New comment on the Review tab
3. Type the comment you want to make in the comment ballon and then click outside the ballon to complete the comment

Delete the comment

- To quickly delete a single comment right click the comment and the click Delete Comment
- To quickly delete all comments in a document, click a comment in the document. On the Review tab, in the Comments group, click the arrow below Delete, and then Click Delete All comments in Document

Delete comments from a specifier reviewer

1. On the Review tab, in the Tracking group, click the arrow next to Show Markup

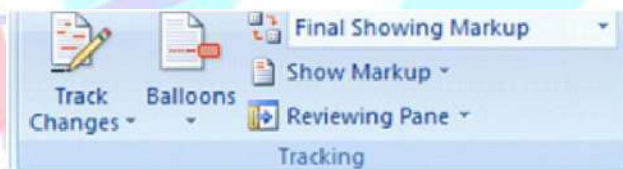


Fig42: Show Markup

2. To clear the check boxes for all reviewers, point to Reviewers, and then click All Reviewers
3. Click the arrow next to Show Markup again, point to Reviewer, and then click the name of the reviewer whose comments you want to delete group, click
4. In the Comments group, click the arrow below Delete, and then click Delete All Comments shown

### Tracking changes

With this feature, word can record the deletion, insertion and formatting changes made by reviewer who modifies the document. By default, word displays each reviewer's changes in different color so that you can easily identify the source of changes within your document. You can use the Display for Review list in the Tracking group on the Review tab to display the changed document in four views, final Showing Markup Final, Original showing and Original. At the end of reviewers, you can finalize the document by accepting or rejecting the changes.

### Document Security

There are different types of protection with Word 2007. They are as follows:

- Permission- restrict a document so that it can be opened or changed only by specific individual
- Digital Signature- Sign a document with a digital signature to provide assurance that you are the source of the document
- Inspect Document- Inspect the document to see if it contains private or sensitive information or data
- Mark as Final- Mark a document as final considering it as final revision. this setting makes the document read only and makes it unavailable for additional typing, editing, proofing or tracking changes
- Style Formatting Restriction- Limit formatting to a selection of styles as well as block Themes Scheme or Quick Style Set Switching. Protection here is by password.
- Editing restriction- No changes(Read Only)-Offers password protection allows only reading the document
- Password to open /modify- allows you to specify a password to open and modify the document. This protection is not same as the editing restriction- No changes (Read Only).

### Password to open /modify

You can set different password: one that enables a user to open the document and another that enable the user to make changes.

---

To enable this Kind of Password Protection:

1. Choose Office Button-> Save As, Save As dialog box appears.
2. In the lower left corner of the Save As dialog box, Choose Tools-> General option . It display Generals options dialog box as Shown in Fig43

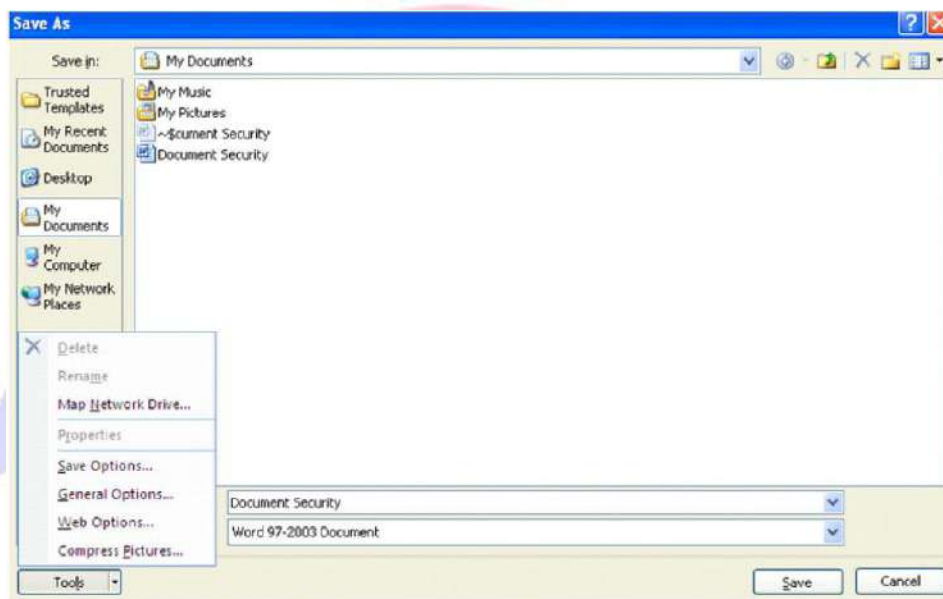


Fig43- Tools option in Save As dialog box

In General Options dialog box to apply the password

3. Type a password in Password to Open and/or in Password to Modify.
4. Select the Read –only recommended check box so that user gets a read – only permission when the file is opened.You can select this option only when you decide to password for modifying the document
5. Click OK, you will promoted to confirm password for opening the document as shown in Fig45.
6. Retype the password in Reenter password to open text box.



Fig45: Confirm Password dialog box for opening the document

7. Click OK, you will be prompted to confirm password for modifying the document as shown in Fig46



Fig46: Confirm password dialog box for modifying the document

8. Click OK, Save AS dialog box reappears
9. Click Save

To access password protected file

- 1 As soon as you access a password protected file, first you will be promoted to type password for opening a file as shown in Fig47



Fig 47: Password dialog box for opening a file

3. Type a correct password and click OK



Fig 48: Password dialog box to modify a file

4. If the user not provided any information about password to modify then click on Read Only option, it will open the file with Read –Only attribute.

To encrypt your file and set a password to open it, do the following:

1. Click the Microsoft Office Button  ->Prepare, and then click Encrypt Document as shown in Fig49.

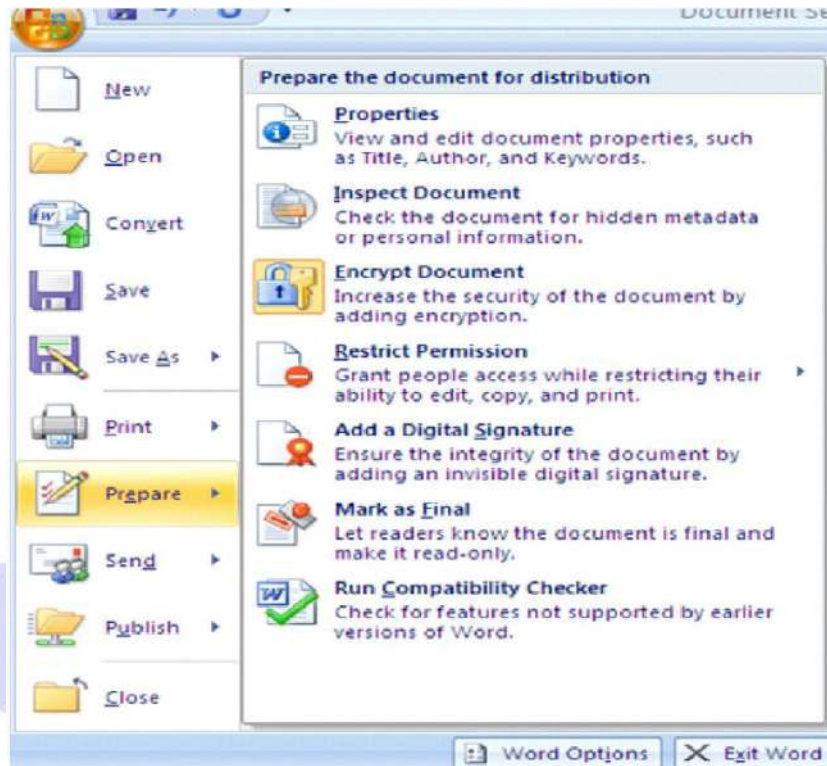


Fig49: Encrypt Document option in Office menu

This action will display the Encrypt Document dialog box as shown in Fig50 asking for password

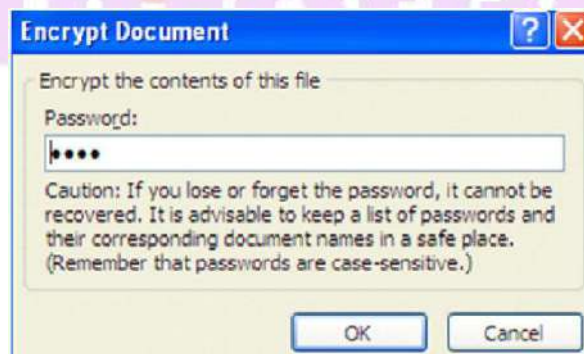


Fig50: Encrypt Document dialog box

2. In the Encryption Document dialog box, in the Password box, type a Password, and then click OK, it will display Confirm Password dialog box. You can type up to 255 characters. Encryption is a standard method used to help make your file more secure.
3. In the confirm Password dialog box, in the Reenter password box, type the password again, and then click Ok.
4. To save the Password save the file.

### Mail Merge

You use mail merge when you want to create a set document that are essentially the same but where each document contains unique elements. For example, in a letter that announces a new product, your company logo and the text about the product will appear in each letter, and the address and greeting line will be different in each letter.

Using mail merge, you can create:

- A set of labels or envelopes- The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- A set of from letters, email message, or faxes- The basic content is the same in all the letter, message, or faxes, but each contains information that is specific to the individual recipient, such as name, address or e-mail addresses.
- A set of numbered coupons- The coupons are identical except that each contains a unique number.

Creating each letter, message, fax, label, envelope or coupon individually would take hours. That's where mail merge comes in.

### Understanding the Data sources

When you perform a mail merge, Word inserts an individual set of information (such as a recipient name and mailing address) into a copy of a document to customize or personalize the document. The set of information comes from a data source. A data source is a file that organizes information into fields and records of information. For instance, for a mailing address, the person's first name, last name, street number, city state represents the different fields and all the field entries for a single recipient comprise a single record.

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### Choosing the Type of Data document

The data document holds the text that repeats for all the merged documents. For example, for a merged letter, the data document consists of everything except the individual records merged to personalize each copy of the letter. In word, you can set up an existing document as your data document or new blank document

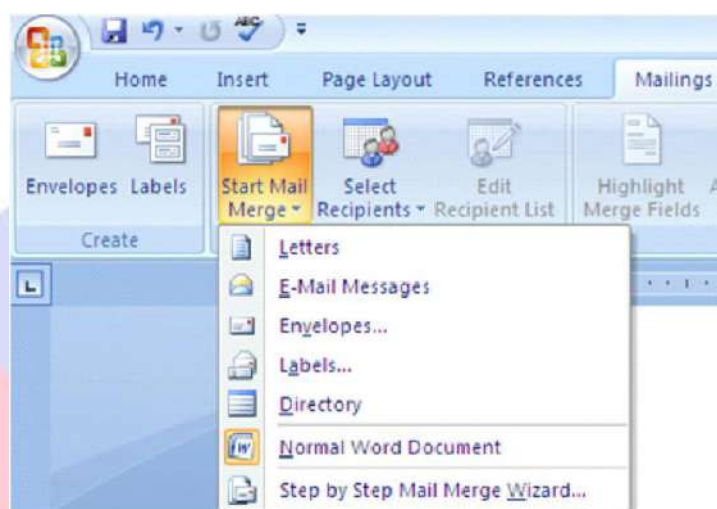


Fig51: Start mail Merge option

Word 2007 offers five options of data documents:

- Letters- This option can be used for composing and designing mass mailing for which only the recipient information varies from page to page.
- E-mail Message- This is identical concept to letters, except that is devised for online distribution. Using multiple addresses each recipient receives the identical e-mail.
- Envelopes- This is also same as letter except that the resulting document will be envelopes.
- Labels- This option helps to print to one or more sheets of labels.It shows the capability of printing many addresses or data records bon the same page.
- Directory- This is similar in concept to labels, in that you print from multiple records on a single page. This approach is useful when printing a catalog or any other document that requires multiple printing per page.

### Attaching a Data Source

After you decide the type of data document to merge, you need to attach a data source to it. Further, you can select a recipient list either by creating new or by choosing existing list from data source. In existing list you can choose selective recipient or the entire database. Similarly you can go for either all the fields of database or selective fields



Fig52: Mailing tab

### Using Mail Merge Task pane/Wizard

You can use the mail Merge Wizard rather the individual tools in the mailing tab of The Ribbon. To use mail Merge in Word 2007

1. Start a new blank document or open a document you want to use. click on the Mailing tab.
2. Click on the arrow beside Start Mail Merge, a drop down list appears as shown in Fig53
3. Select the last option, " Step by Step Mail Merge Wizard". This opens the task pane as shown below.



Fig53: Mail Merge dialog box

4. Select letters (or whatever type you want) as the type of document and then click on the Next: Starting document link at the bottom of the task pane to go to the next step to select your starting document.
  5. In starting Document, Word provides three options as follows;
    - Use the Current Document- this starts from the current document and use the Mail merge Wizard to add recipient information.
    - Start from a Template- this starts from template which you can customize as needed by adding other content. Click on select template and choose predefined letter.
    - Start from Existing Document- Starts from an existing mail merge documents and makes changes to the content or recipients. Click on open button and select the required document.
  6. This takes you to step 3 in the mail merge process in which you Select recipient Select Use an existing list and click on the Browse link. Locate and open the file containing your data source.
  7. This open the Select table dialog box in which you select the table containing the mail merge recipient info you want to pull into the merge fields in your document.
  8. Make sure to check the box indicating that the First row of data contains column header so tht the field labels (First name, Last Name, Address1 etc) on your spreadsheet won't be mistaken for data.
  7. This opens the mail merge Receptient dialog box shown below. Here you can select which recipient to include or deselect the check box by the name.
  10. You can sort and filter the list using the drop down list located on each field name.
-

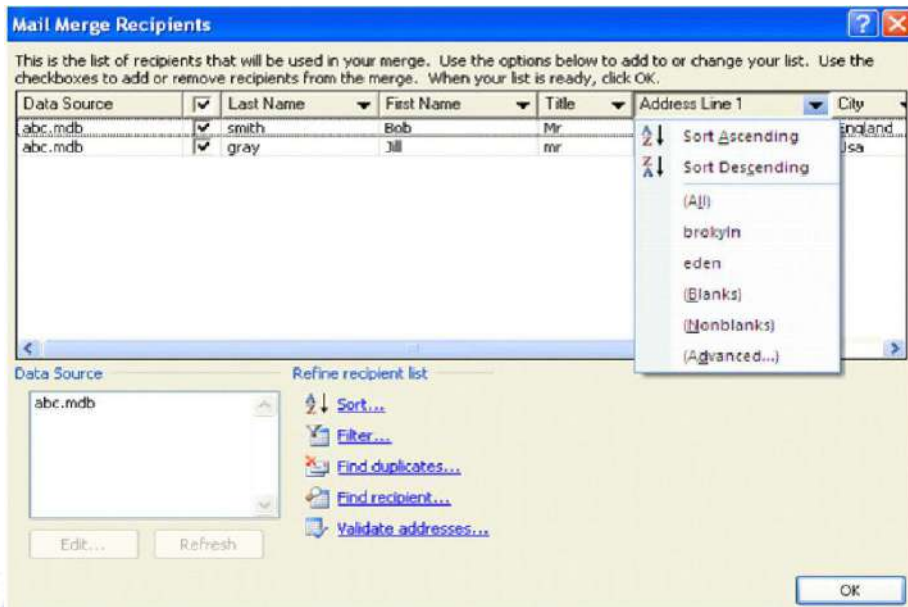


Fig54: Mail Merge Receptient dialog box

13. Click on the link Next: Write your letter to go on the next step to edit the mail merge template letter content. notice that the Address block and Greeting Line fields are already inserted into this template letter
14. When you click on the Address block link, the Insert Address block dialog box is shown in Fig55

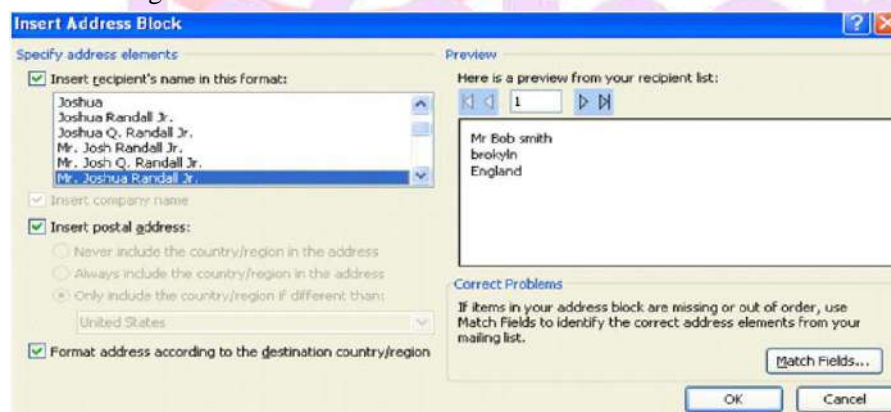


Fig55: Insert Address Book dialog box

15. Click on the Match Fields button to bring up the match Fields dialog box as shown in fig. Use the Address 1 drop down list to select the street field name from the excel spreadsheet.

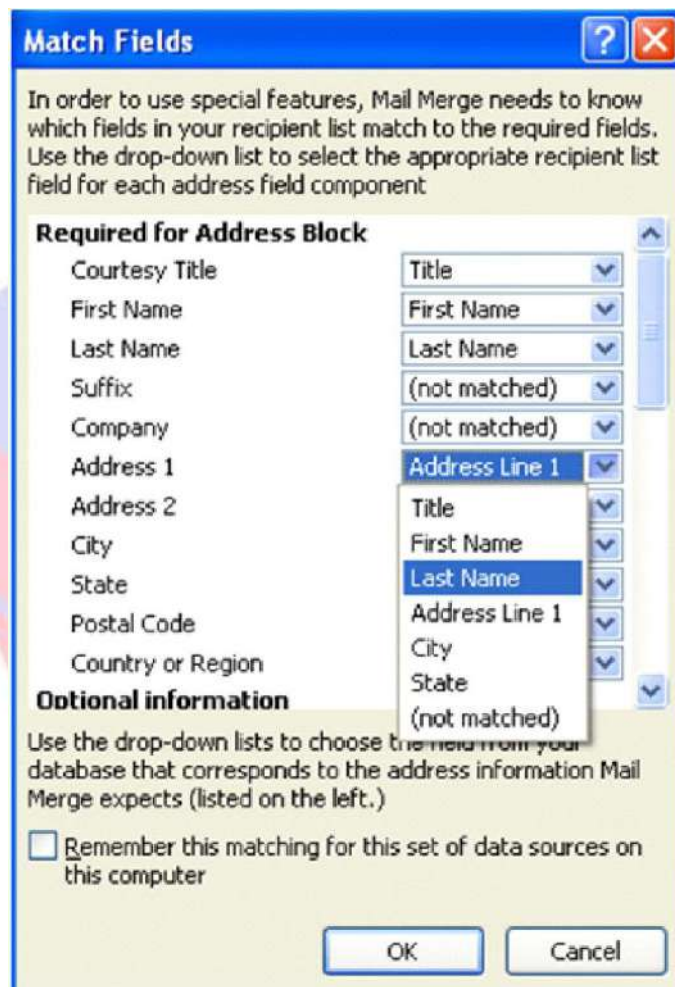


Fig56: Match Fields dialog box

You have button on both the preview results group on the Mailing ribbon as well as the task pane to look at different recipient information before going on to the next step to complete the merge

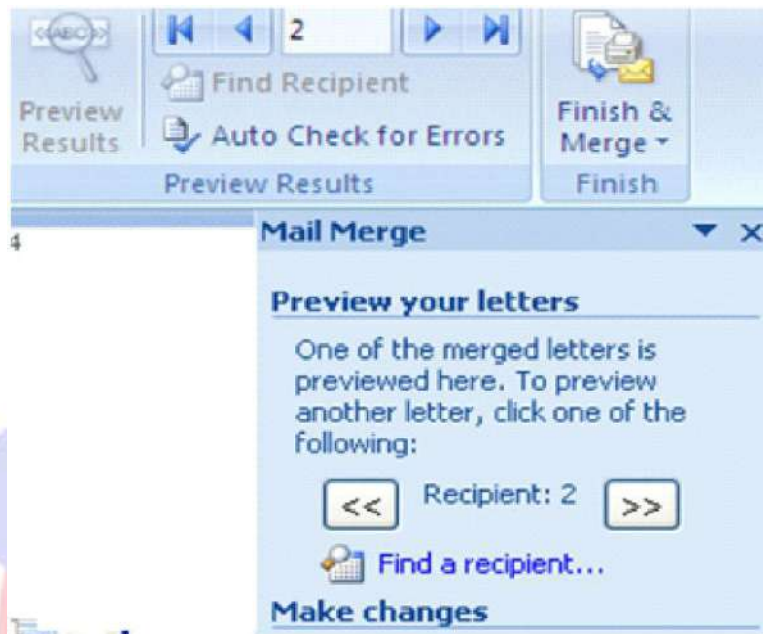


Fig: Preview of letter

16. When you click on the link Next: Complete the Merge ,the dialog box as shown in Fig57



Fig57: Complete the Merge Step

- Click on the link Edit individual letters which you can see from the screen tip is the link to Merge to new document. This is also a button on the Finish & Merge dropdown list on the mailing ribbon.

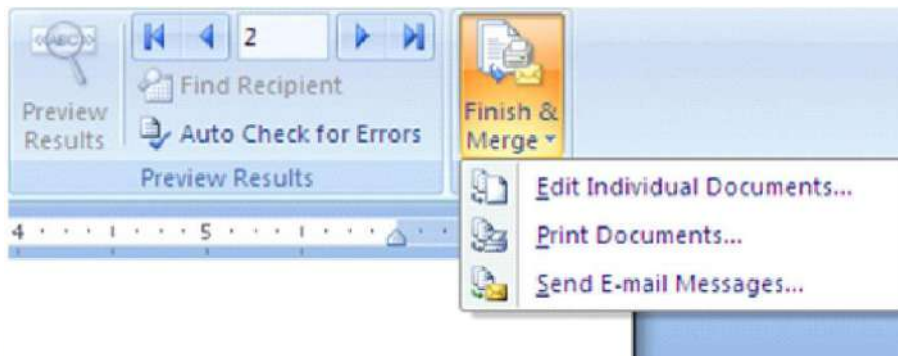


Fig58: Finish and merge option

- The Print link on the Task Pane or print Document on the Ribbon dropdown list allows you to merge directly to the printer.
- When you click on the link to edit the letter, the following dialog box as shown Fig59



Fig59: Merge to new document dialog box

- You can choose whether to merge all or selected records. Click OK and then a new merged document entitled letters 1 is created.