

Microsoft[®] Word 2007 for Academic Work

This document introduces the new features of Microsoft[®] Office Word 2007 and gives guidance on how to develop good practice in order to achieve a high-quality document.

It will be of benefit to anyone, but particularly to those who need to produce structured documents, such as assignments, essays and dissertations.

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Microsoft® Word 2007 for Academic Work

WHY YOU NEED TO USE THIS DOCUMENT

This guide has been written to get you started using Word 2007 and to assist you in producing a structured, high-quality word processed document. Spending time learning the basics of Word 2007 now, and following good practice from the beginning, will ultimately save you time, and help avoid those pitfalls which occur when assignments, essays or dissertations need producing.

IMPORTANT: always check your department's regulations regarding page layout, eg font size and typeface, line spacing, etc before creating important documents.

Note: the version of Office 2007 running in PC cluster rooms owned by Learner Support Services is Microsoft Office Enterprise 2007.

Learning Outcomes

After completing this guide you will be able to:

Start a new document and enter text	Save your work
Revise, edit and rearrange text	Create a quick style
Create a Table of Contents	Check spelling and grammar
Adjust the layout of the document	Add page numbers
Insert headers and footers	Use bullets and numbered bullets
Create tables	Insert footnotes or endnotes
Include and position images	Add captions to diagrams, tables, or figures
Print your document	Check the number of words

Supporting Documentation

Additional documents on Microsoft® Word® 2007 are continually being developed and are available from the Priestley Building Reception, and on the Web at:

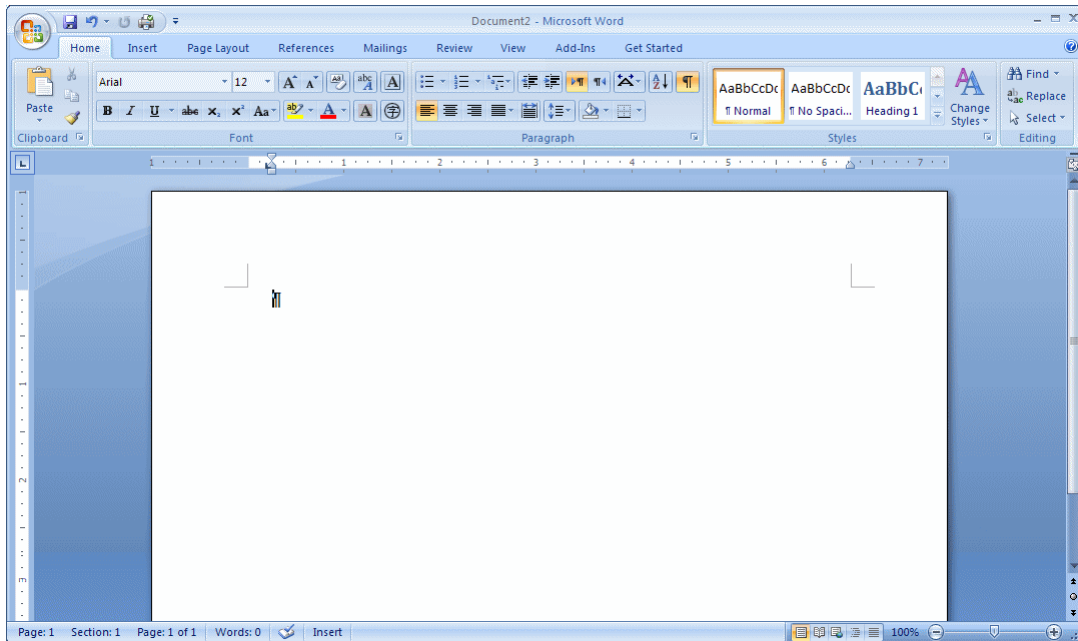
<http://www.brad.ac.uk/lss/documentation/index.php>.

GETTING STARTED

1. Open Word by double-clicking the Word 2007 icon on the Desktop, or from **Start/Programs/Microsoft Office/Microsoft Word 2007**.



The Word 2007 window appears displaying an empty document



2. Observe the different elements in the window. At the top in the centre is the document name. An unsaved document has the name "Document" [number] Microsoft Word, but once a file is named and saved, the name and extension will appear. (Word 2007 documents have the extension .docx.)

The Ribbon

The most outstanding feature of Word 2007 is the Ribbon, which replaces the menus and toolbars found in previous versions of Microsoft Word.



The ribbon consists of three areas:

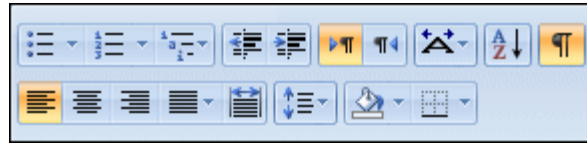
Tabs - these are at the top of the ribbon, eg Home, Insert, Page Layout, etc.



Groups - each tab has its own set of groups - eg the Home tab contains the Clipboard, Font, Paragraph, Styles and Editing groups. Some groups also have a small button in the lower right-hand corner known as the Dialog Box Launcher from which further options are available. When a different tab is selected, the groups change accordingly.



Commands – these are the buttons, boxes or menus relative to each group, eg the alignment, and bullets and numbering buttons are in the Paragraph group, while Find and Replace are in the Editing group. (Note: resting the mouse pointer on a command will display a tip describing the feature.)



Using the ribbon is easy. Whenever you need to change something, click the relevant Tab, look in the correct Group, then click the command you need.

The Office Button

In the top left-hand corner of the window is the Office button, from where you find commands to open, save, print and close your file.



Quick Access Toolbar

Next to the Office button is the Quick Access Toolbar, which contains items you use regularly, eg the Save button, and the Undo and Redo last action buttons.



The Status Bar

The status bar at the bottom of the window can display items such as the current page number, section, number of words in the document, etc. Right-click the bar, to select the options you require.

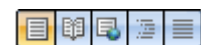
Zoom Slider

In the bottom-right hand corner of the window, on the status bar, is the Zoom slider. To view your document at different percentages, click the plus or minus buttons.



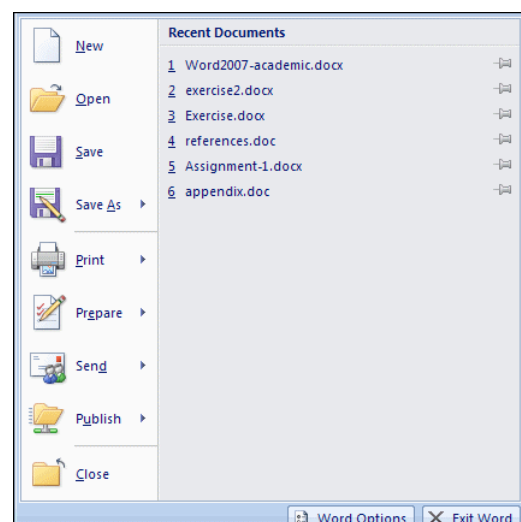
Document View Buttons

These are situated next to the Zoom Slider. Simply click one of the five buttons to view your document as Print Layout, Full Screen, Web Layout, Outline or Draft.



Opening an Existing Document

1. Click the **Office** button.
2. The Recent Documents list will show the last few files you have opened. If the file is one of these, simply click it.
3. To open a file not shown, click the **Open** icon on the left, then navigate to the correct folder to locate it.

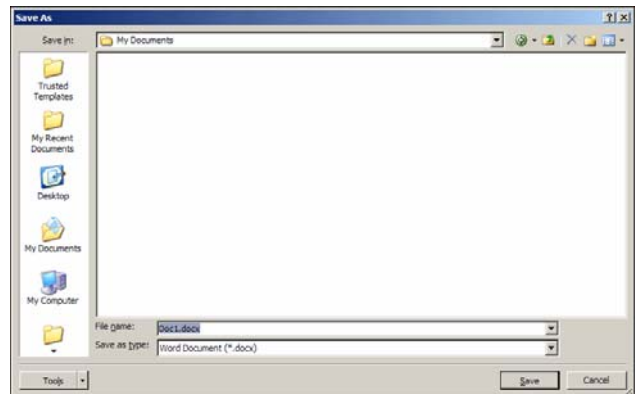


Saving a File as a Word 2007 Document

Always save a new file as soon as you create it, and then save it regularly while you work on it.

1. Click the **Office** button, then click **Save**.

On public cluster PCs, a good place to save your file is in the **My Documents** folder. This is your personal file space on the central server (M: drive) and can be accessed from other cluster PCs.



2. In the File Name box, type in a meaningful name of your choice.

File names can be up to 255 characters long. They may include spaces and capital letters, but the following characters are not permitted:

\ / : * ? < > | ;

When you save a new file in Word 2007, by default it will be saved as a .docx file, allowing you to use the new features specific to Word 2007.

3. Click on **Save**. From now on your file can be saved by clicking the Save button in the Quick Access toolbar. Remember to save your file very frequently - if a system failure occurs, any unsaved work may be lost!



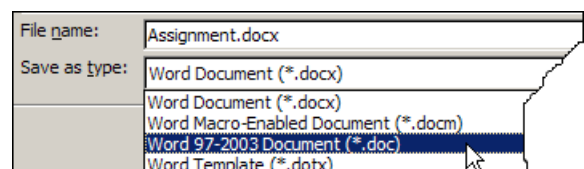
EXTREMELY IMPORTANT

Never work directly on files saved on removable storage media (eg floppy disks or flash drives); these should be used for transportation purposes only .


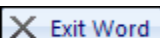
Always make backup copies of your work - lost files, or file corruption can occur at any time, and recovery is rarely successful.

Saving a File as an Earlier Version of Word

1. In the Save As window, click the **Save as type:** arrow and choose the Word 97-2003 Document (*.doc) option.
2. Click on the **Save** button. The filename and its extension will now be displayed in the Title Bar of the window.


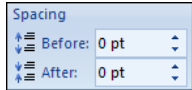




Closing Files



To close a file, click the **Office** button and then click on the **Close**  icon. To close Word completely, click the **Exit Word**  button.

ENTERING AND FORMATTING TEXT

Before you start entering text please note the following:

- If you make a mistake, press the [Backspace] key to delete a character to the left of the insertion point or the [Delete] key to delete a character to the right.
- It is useful to display non-printing characters such as paragraph marks (¶), spaces (•), tab markers (→), line breaks (↵) in your document, which can often explain why you have unexpected gaps on your page. To display these, click on the **Show/Hide** icon  on the **Home tab, Paragraph group**.
- Do not press the [Enter] key at the end of every line – only press it when you need to start a new paragraph.
- To force text to start on a new line, (not a new paragraph), eg as in a name and address, hold down the [Shift] key and then press [Enter] to create a line break.
- Do not press the [Enter] key repeatedly to create white space between paragraphs. Click in the paragraph, and then select the **Page Layout tab**. In the **Paragraph group**, enter values in the **Before:** and **After:** Spacing boxes. 
- To undo an action, click the Undo button  on the Quick Access toolbar; to redo the action, click the Redo  button.

Formatting Characters

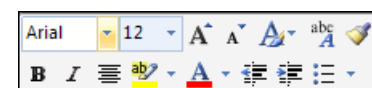
1. To change the appearance of text, eg the font, size, or style, first "select" it (ie hold down the left mouse button and drag over the appropriate text).
2. On the **Home tab, Font group**, click the applicable button, eg to make the text "bold" choose the Bold  button, or to change the font, click the Font  box arrow and choose a new font from the list.

Note: When you want to create headings, always use Heading styles. This is much more efficient than manually formatting each heading, and will enable you to create a Table of Contents very easily. See the section on "Styles" later in this document.

The Mini Toolbar

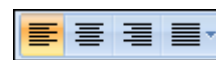
While you are working on your document the **Mini toolbar** will appear, slightly faded, whenever you select text. This contains a number of popular formatting options and is a quick way of changing text.

Simply point at the toolbar (which will then become solid) then click the command required.





Aligning Text

To change the alignment of text, first select it, then select the **Home tab, Paragraph group**, and click one of the alignments.




Indenting Text

Do not indent text with the space bar. On the **Home tab, Paragraph Group**, click the **Increase Indent** button  to indent a complete paragraph.

To indent just the first line, select the paragraph, and then drag the **First Line Indent** on the ruler. (If the ruler is not visible, click the View Ruler button  at the top of the right-hand scroll bar.)




Moving Text

1. To move text from one location to another, select it, then in the **Home tab, Clipboard group**, click the **Cut**  icon.
2. Position the cursor where the text is to go, then click the **Paste** icon.



Copying Text

1. To copy text, select it, then in the **Home tab, Clipboard group**, click the **Copy**  button.
2. Place the cursor where the copied text is to go, then click on **Paste**.




Styles

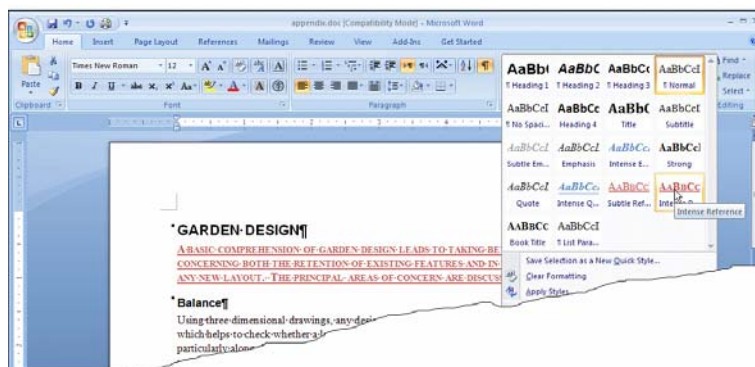
"Styles" are the single most useful feature in Word. They give you the flexibility to quickly alter the look of your document, view it as an outline, automatically create a Table of Contents, and export your headings to a PowerPoint presentation.

Always use Styles to format your headings. Used logically, they give the document structure and save you a lot of time. Use **Heading 1** style for the most important heading, **Heading 2** for sub headings, **Heading 3** for sub-sub headings etc, then when the time comes to create a Table of Contents, this will be very easy to generate.

1. To apply a style from the Quick Style gallery, first select the text, and then click the **Home tab**.
2. In the **Styles group** "hover" the mouse pointer over a style to see the effect on the selected text.

(To see more style options click the **More**  button).


3. If you are happy with the result, click to apply the style; otherwise move the pointer over other styles to view them.



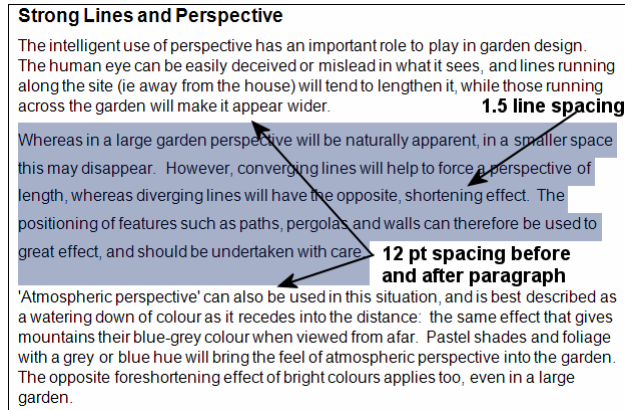
Creating Your Own Quick Style

If you wish, you can design your own quick style, with features that you particularly require. These could be a particular font size, specific spacing before and after the paragraph, double-line spacing, etc. The information in your new Quick Style is held within the document, and will be available each time you open it.

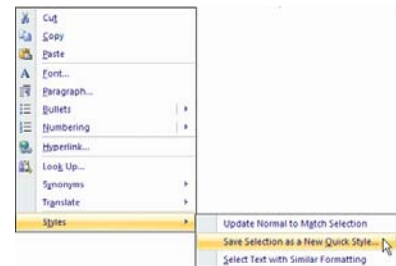
1. Select some text and format it accordingly.

EG to change the line spacing to 1½, click the **Line spacing**  button in the **Home tab, Paragraph group**, and choose 1.5.

To adjust spacing before and after paragraphs, right click the text, choose **Paragraph**, then insert the values in the **Before** and **After** spacing boxes.

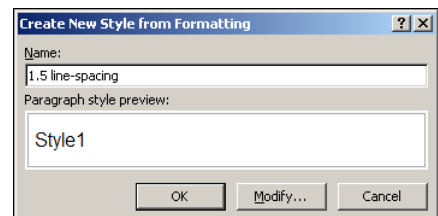


2. When you are satisfied with the formatting, select the text and right-click.
3. From the pop-up list, select **Styles**, followed by **Save Selection as New Quick Style**.




4. Give the style a meaningful name, and then click **OK**.

From now on, your newly created style appears in the Quick Style Gallery ready for use whenever you want to change your text.



Numbered Headings

1. To create numbered headings automatically, select the **Home tab, Paragraph group** and click the **Multilevel List** button  .
2. Select a style in the List Library.
3. Type the first heading text, then press **Enter**. When you want the next numbered heading, click the relevant style on the **Home tab, Styles group** (eg for a sub-heading, click Heading 2.)

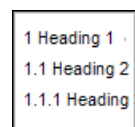
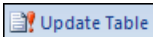


Table of Contents

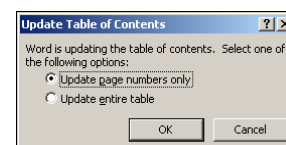
A Table of Contents is quickly created when "heading styles" have been used for the headings in a document.

1. Position the cursor where the TOC is to go, then click the **References** tab.
2. In the **Table of Contents** group, click the **Table of Contents** icon, and then choose a design from the gallery.
3. To update a TOC at any time, click on the **Update Table**  button in the **Table of Contents** group.

You will then be presented with options to either update the page numbers only, or update the entire table.

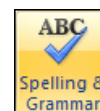
4. Make your choice, then click **OK**.

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Spelling and Grammar Checker

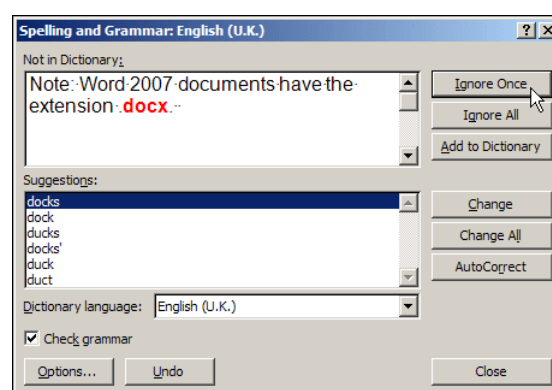
1. To check the spelling and grammar in a document all at once, on the **Review** tab, **Proofing Group** click the **Spelling & Grammar** icon.



The Spelling and Grammar box will highlight mistakes and offer suggestions.

2. Click the **Ignore Once** button to leave the text unchanged, or click the **Change** button to accept the suggestion.

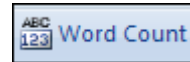
(To change how Word checks the text, click on the **Options** button.)



Note: You can also correct spelling and grammar as you type. Suspect words are underlined with either red (spelling) or green (grammar) wavy lines indicating possible errors. Right click on the words, and then choose the appropriate suggestion from the pop-up list.

Word Count

1. To find the number of words, characters, paragraphs, and lines in the document, click **Word Count** on the **Review tab, Proofing group**. (The number of words is also displayed on the Status bar.)
2. Be sure to check the **Include textboxes, footnotes and endnotes** option if your document contains these.




PAGE FORMATTING

Margins

1. To adjust the page margins, click the **Page Layout tab**. In the **Page Setup group**, click the arrow on the **Margins** icon.
2. Choose from one of the samples, or click on **Custom Margins** to enter your own settings.
3. To adjust the Header and Footer margins, select **Custom Margins**, then on the **Layout** tab insert new values in the Header and Footer boxes.



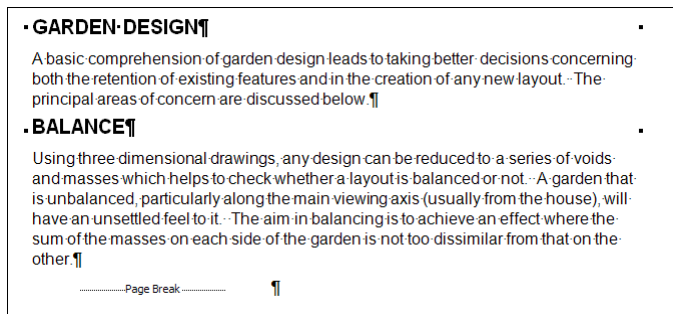
Line Spacing

To change line spacing, select the text, then select the **Home tab, Paragraph group**. Click the **Line spacing**  button and choose from the options, eg for double-spacing, choose 2.

Page Breaks

If you need to start a new page, do not press the [Enter] key repeatedly to move the cursor onto the next page; this can cause gaps in your document if you add more text to the preceding pages.

Create a proper page break by positioning the cursor where you want the next page to start, and then select the **Insert tab, Pages group, Page Break**.



Page Numbers

Never type page numbers beneath the text on a page. Not only will these move about if you add more text, but should you insert additional pages, the numbering will be out of sequence. Use Word's built in page numbering facility which will insert the number in the header, or footer, or margin area of the document, and update itself accordingly as you insert extra text.

1. Click the **Insert tab**. In the **Header & Footer group**, click **Page Number**.
2. Choose an option (eg Bottom of Page) and then select a design from the gallery.
3. Click the **Close Header & Footer** button to return to the document.

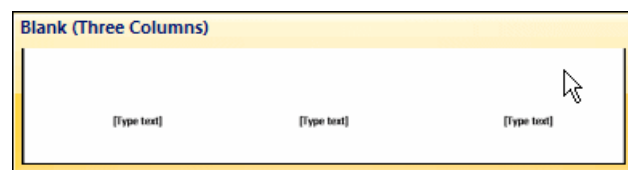
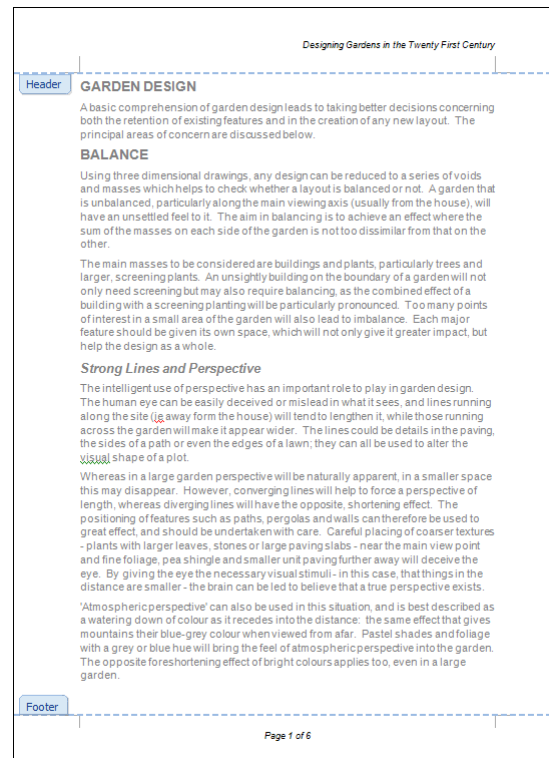


Headers and Footers

Headers and footers are portions of text which are generally repeated on every page, eg page numbers, the name of the document, author's name, revision number, etc.

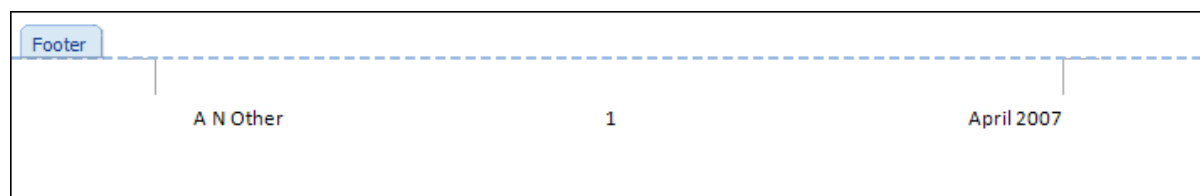
This information should be entered in the designated space known as the Header (at the top of the page) or Footer (bottom of the page).

1. To insert a Header or Footer, click the **Insert tab**, and in the **Header and Footer group**, select either **Header** or **Footer**.
2. Select a design from the gallery. For example, to add three items to the Footer, such as your name, page number and the document date, choose the Blank (Three Columns) option.



The Footer area of your page will now display the text holders.



3. Click in a holder and type the text. You can also delete a text holder if you don't require it – simply click inside it then press the [Delete] key.
4. To add a page number, click the text holder, then on the **Insert tab**, **Header & Footer group**, click the **Page Number** icon and select **Current Position**.
5. Choose a design from the gallery. Your choice of page number design will now be displayed in the text holder.



6. To return to the body of the document, click the **Close Header and Footer** button, or double-click in the document, above the footer.
7. To edit a Header or Footer at any time, double-click the Header or Footer area in the document.

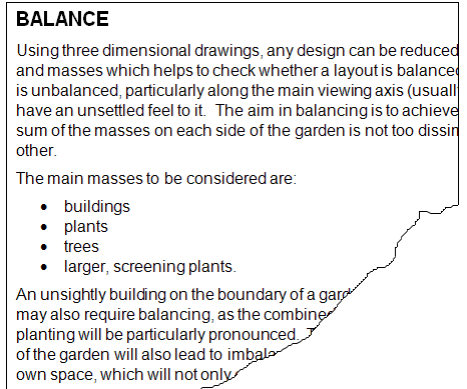
Bullets and Numbering

Bullets and numbered bullets help to add clarity to a document and are particularly useful for creating lists.

1. Select the paragraph(s) then click the **Home tab**.
2. In the **Paragraph group**, click the **Bullets** button  or the **Numbering**  button.

If you wish to use a different style of bullet, click the button arrows and choose from the Library.

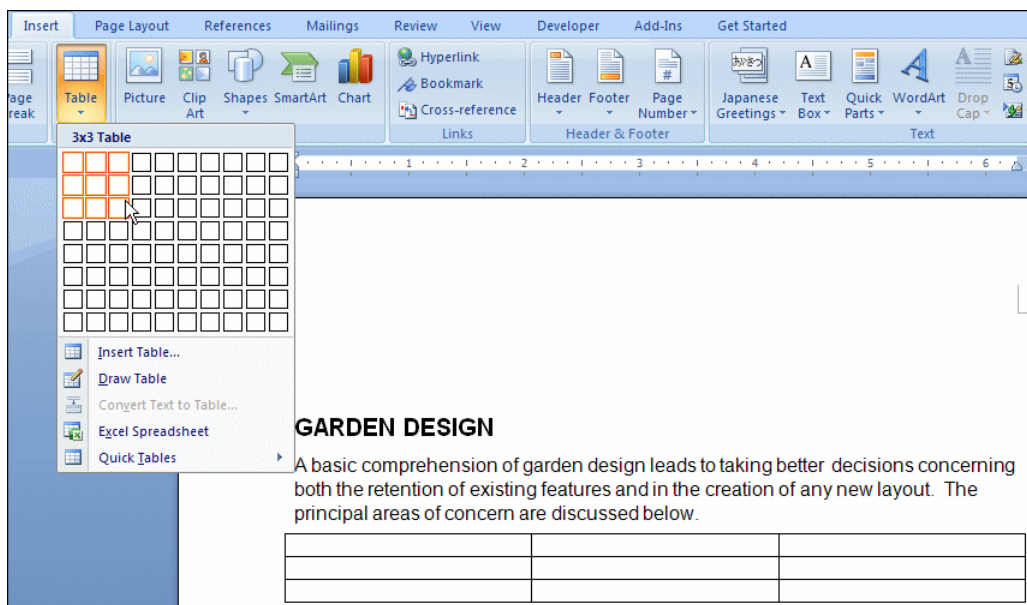
3. Type the first item, and then press [Enter] to create a new bullet.
4. To remove a bullet, click in the paragraph, then click the **Bullets** button again.



Tables

Tables are ideal for laying out information in rows and columns, eg a CV, or side-by-side paragraphs (as in a précis). Never try to align columns of text by pressing the space bar as this often results in uneven columns.

1. Click where you want the table to be placed, then on the **Insert tab, Tables group**, click the **Table** icon.
2. Drag over the grid to select the required number of cells.



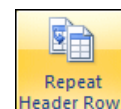
Another way to insert a table is to click on **Quick Tables** at the foot of the menu and choose one from the gallery. This will insert a table with sample data which can be replaced with your own.

Whenever you click in a table, a further "contextual" tab called **Table Tools** appears on the ribbon, beneath which is a **Design** tab and a **Layout** tab, each of which contain many table options. (If you click away from the table, all of these tabs disappear.)

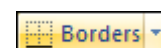
3. To prevent a row from breaking across a page, click the **Layout** tab and select **Properties** in the **Table group**. Choose the **Row tab**, and deselect the **Allow row to break across pages** option.



4. To have the header row repeated at the top of each page (in tables which span more than one page), select the header row, select the **Layout tab, Data group**, and click **Repeat Header Rows**.




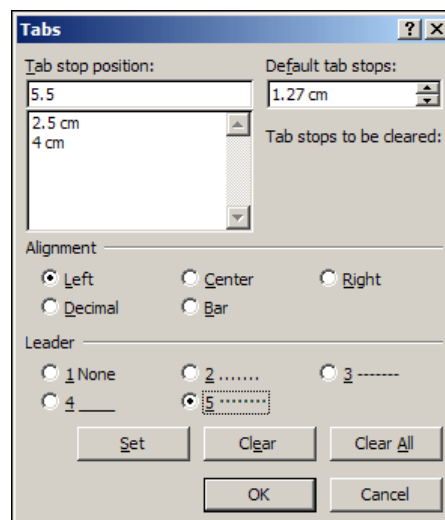
5. To add colour or borders, select the table, and click the **Design tab**. Choose a table style, or click the **Borders** arrow and choose from the list.



Tabs

Instead of using a table, you can use tab stops to line up small columns of text.

1. Select the paragraph(s), and then click the **Home tab**. Click the Dialog Box Launcher  in the bottom right corner of the **Paragraph group**, and then select the **Tabs** button.
2. In the Tabs dialog box, enter the measurement for the first tab stop under **Tab stop position**.
3. Choose an **Alignment**, and if required, a **Leader** (a line or row of dots to guide the eye) and then click **Set**.
4. Repeat for additional tab stops then click **OK**.
5. In the document, press the Tab key to move to the new tab stop.



Tab stop markers will now be displayed on the ruler for the paragraph in which you set the tabs.



6. To line up the text, press the tab key and type the text.

Note: to quickly remove a tab, hold down the mouse pointer on the tab marker in the ruler, drag it away from the ruler and release the mouse.

Footnotes/Endnotes

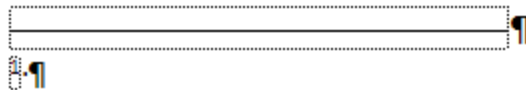
Footnotes and endnotes provide supplementary information, eg a comment or reference citation, for text within a document.

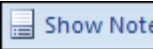
Attention is drawn to them by a raised reference mark in the body of the document, while the "note" text appears at either the bottom of the page (footnote), or end of the document (endnote).


To guide the eye, a separator line is displayed between the text of the document and the note text.

1. In the text, click where the note reference mark is to go, then on the **References** tab, **Footnotes group**, click **Insert Footnote**. (For Endnotes, click the **Insert Endnote** button.)

A separator line is displayed above the first footnote.



2. Type the note text at the flashing insertion point beneath the separator line and then click back in the document to continue typing. Repeat the process for additional notes.
3. To change the footnote text, click the **Show Notes** button in the **Footnotes group**. 
4. To remove a footnote, select the note in the body of the text and press **Delete**.

You can also change the format of the numbering, or starting number. To do this, click the **Dialog Box Launcher** button  in the **Footnotes group**.

GARDEN DESIGN

A basic comprehension of garden design leads to taking better decisions concerning both the retention of existing features and in the creation of any new layout. The principal areas of concern are discussed below.

BALANCE

Using three dimensional drawings¹, any design can be reduced to a series of voids and masses which helps to check whether a layout is balanced or not. A garden that is unbalanced, particularly along the main viewing axis (usually from the house), will have an unsettled feel to it. The aim in balancing is to achieve an effect where the sum of the masses on each side of the garden is not too dissimilar from that on the other.

The main masses to be considered are buildings and plants, particularly trees and larger, screening plants. An unsightly building on the boundary of a garden will not only need screening but may also require balancing, as the combined effect of a building with a screening planting will be particularly pronounced. Too many points of interest in a small area of the garden will also lead to imbalance. Each major feature should be given its own space, which will not only give it greater impact, but help the design as a whole.

Strong Lines and Perspective

The intelligent use of perspective has an important role to play in garden design². The human eye can be easily deceived or misled in what it sees, and lines running along the site (ie away from the house) will tend to lengthen it, while those running across the garden will make it appear wider. The lines could be details in the paving, the sides of a path or even the edges of a lawn; they can all be used to alter the visual shape of a plot.

Whereas in a large garden perspective will be naturally apparent, in a smaller space this may disappear. However, converging lines will help to force a perspective of length, whereas diverging lines will have the opposite, shortening effect. The positioning of features such as paths, pergolas and walls can therefore be used to great effect, and should be undertaken with care. Careful placing of coarser textures - plants with larger leaves, stones or large paving slabs - near the main view point and fine foliage, pea shingle and smaller unit paving further away will deceive the eye. By giving the eye the necessary visual stimuli - in this

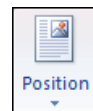
¹ Produced by AutoCad® Software.
² See BBC website.

Images

Pictures and clip art can be easily inserted into a document; however you are advised to have valuable ones saved in a separate file. Should anything then go wrong you will then be able to revert to the saved one.

Note: If you intend using a picture produced by someone else (eg from the Web, book, magazine or theses) it is most likely copyright, and you should obtain permission before using it. Serious penalties apply to infringement of copyright.

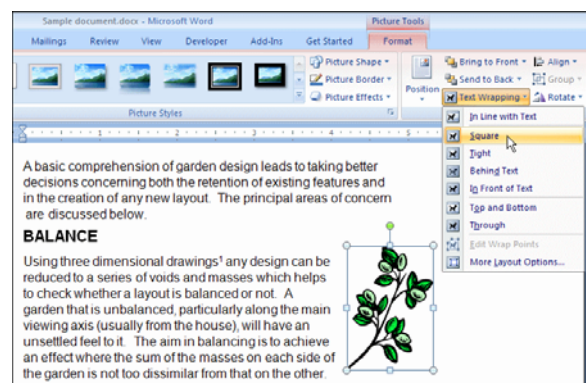
1. To insert an image from a file, select the **Insert tab, Illustrations group**. Click on the **Picture** icon, then locate your picture and click on **Insert**.
2. As soon as the picture is inserted, **SAVE** your file and keep saving it regularly while working on the image.
3. One way to position an image is to click it, then on the contextual **Picture Tools tab**, click the **Format tab**, and select the **Position** icon in the **Arrange Group**. Hover the mouse over the options to see the effect, and if one is suitable, click to apply.



4. Alternatively click the **Text Wrapping** button, which offers more advanced layout options to position the graphic.



The example opposite shows a Square wrapping style applied to the image. This enables it to be dragged into the text and positioned more accurately.



5. Click on **More Layout Options** at the foot of the menu to make further adjustments, such as the distance between the text and image.

Resizing Images

1. To adjust the size, right click the image and choose the **Size** option from the shortcut menu.
2. Tick the **Lock aspect ratio** box to maintain the proportion, and then adjust the values in the **Height** and **Width** boxes.

Alternative (ALT) Text

1. To add alternative text, right click the image and choose the **Size** option from the shortcut menu.
2. Select the **ALT Text** tab, and then add the appropriate text, followed by a full stop.

Captions


Use Word's caption facility to add a label or figure number to diagrams, tables, figures, etc.

1. Select the item, and then click the **References tab, Captions group**, and select the **Insert Caption** icon.
2. Choose an option from the label list, or click on the **New Label** button and type an alternative name.



Captions applied to subsequent items follow on from the previous caption number. However if you want to insert a caption before existing ones, then the numbering automatically adjusts.

Borders

1. To add a border to text, first select it, then click the **Home tab**.
2. In the **Paragraph group**, click the **Borders and Shading**  icon, and select an option from the list. For more options, select **Borders and Shading...** at the bottom of the list.

PRINTING

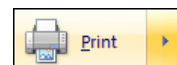
All the Self-Service printers print in black and white. In addition, the Central printer can produce colour output, and transparencies. You must pay in advance for your printing at either the J B Priestley Building Reception, the School of Health Library, or the School of Management Library.

A brief introduction to printing is given below; however full instructions on how to print to both the Central and Self-Service printers and costs, should be obtained from the J B Priestley Building Reception, or from the web at:

<http://www.brad.ac.uk/lss/documentation/central-printing/central-printing.pdf>

<http://www.brad.ac.uk/lss/documentation/self-service-printing/selfservice-printing.pdf>

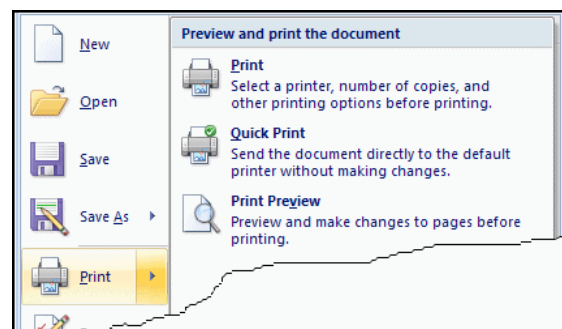
1. Click the **Office** button, and then "hover" the mouse over the Print icon on the left-hand side of the window.



This will display options to Print, Quick Print and Preview your document.

Warning:

Before printing, always use the Print Preview option first to check your document. This can save you wasting money and precious time printing an incorrect document.

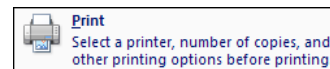


2. Click on the **Print Preview** icon.
3. Use the buttons in the Zoom group to display **One** or **Two Pages**, and move through the document by clicking on **Next Page** or **Previous Page**.

4. To return to the document, click on the Close Print Preview button.



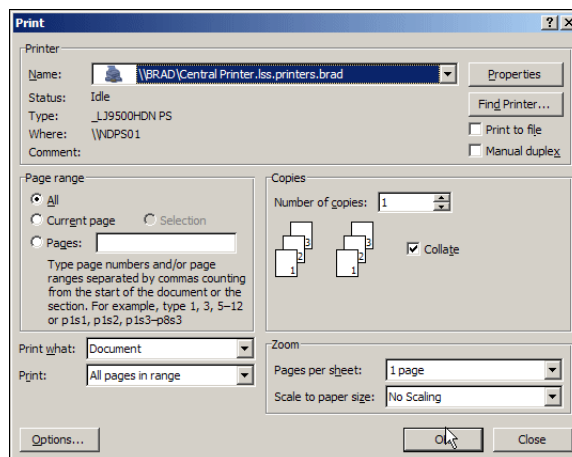
5. If necessary, correct any errors and then use **Print Preview** again to double-check the document.



6. If the document now looks OK, click the **Print** icon in the Preview pane.

7. In the Print dialog box, click on the **Name:** box arrow and choose the printer, eg:
Central_Printer or Self_Service.

8. To print one copy of your document, click the **OK** button.



WARNING: Never leave printing until the last minute. You will invariably find you have made a mistake and need to change your document and reprint part it again. In addition, extremely long queues occur on all printers during "handing in periods" which means you may miss your deadline.

FURTHER INFORMATION

Help Button

For assistance at any time while working on your document, click the **Microsoft Office Help** button in the top-right hand corner of the screen. Either browse the Table of Contents, or type keywords in the Search box.



Get Started Tab

If the installation you are using contains a **Get Started** tab on the Ribbon, you have access to Video demos, on-line training, or the Interactive Guide which tells you where all the commands in Word 2003 are now located in the new interface.