Microsoft® Word 2007
Quick Reference Guide

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Word 2007 Quick Access toolbar & Ribbon

1.	**Office Menu**	New, Open, Save, Print, link to Word options, and Exit command.
2.	**Quick Access Toolbar**	Although toolbars have mostly been removed from Microsoft Office Word 2007, you can add frequently used commands to the Quick Access toolbar.
3.	**Title Bar**	This bar displays the name of the current document you're working on and the program you're working in.
4.	**Window Controls**	Right of the title bar, you have buttons to minimize, maximize, or close the window.
5.	**Ribbon Tabs**	These tabs each contain a different set of options relevant to the tab name.
6.	**Help Icon**	Click the question mark to see the Help screen.
7.	**Chunks**	Each ribbon is divided into various parts called chunks.

The Quick Access Toolbar

Save – Click this icon to save the current file to disk. If you have not given the file a name yet, you will be prompted to do so.

Redo – Click this icon to revert an undo operation if you 'undid' something by accident.

Undo – Click this icon to revert the last action you performed in Word. You can undo up to 24 operations.

Menu – Click this icon to show a listing of commands that can be added to the Quick Access Toolbar. Toolbar management commands are also found here.

Mini Toolbar

When you highlight a block of text with your mouse, a small toolbar will appear beside the text offering a number of formatting options, most of which are identical to the Font chunk of the Home ribbon.

Keyboard Shortcuts

Ctrl + N	Open a new document	**Ctrl + A**	Select All	**Ctrl +Home**	Go to the top of the document
Ctrl + P	Print a document	**F7**	Check spelling or grammar	**Ctrl + End**	Go to the end of the document
Ctrl + O	Open a file	**Shift + F7**	Opens Research pane	**Ctrl + 1**	Single line spacing
Ctrl + S	Save a file	**F1**	Get Help	**Ctrl + 5**	1.5 line spacing
Ctrl + F	Find text	**Page Up**	Goes up one page	**Ctrl +2**	Double line spacing
Ctrl + H	Replace text	**Page Down**	Goes down one page	**F4**	Repeat
Ctrl + Y	Redo last action	**Home**	Goes to start of line	**Shift + F3**	Change case
Ctrl + Z	Undo last action	**End**	Goes to end of line	**Ctrl + Enter**	Insert page break

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Printing a Document
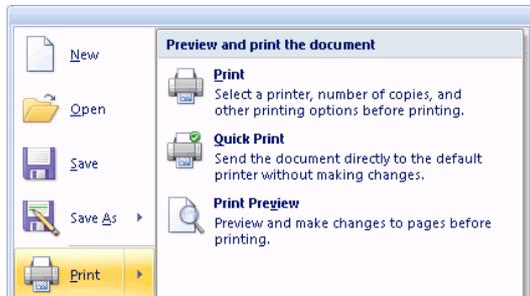
When you want to print a copy of a document, click the Office Menu button and then click the Print command. The sub menu shown at left will appear.

Print will open the print dialogue, allowing you to specify a number of different printing options.

Quick Print will send one copy of the document to the default printer for immediate printing.

Print Preview is a special viewing mode that lets you make last minute adjustments to the document before it is printed. This view will show you exactly what will come out on each piece of paper.

Inserting a Table

Word 2007 lets you quickly add a table up to 8x10. Click Insert → Table, and then hover over the bottom right cell of your desired table size. For example, the diagram below shows a table of 5x5:
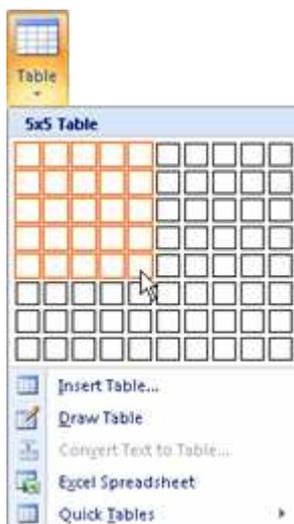
Click Insert Table to make a table larger than 8x10.

Using the Quick Style Gallery

Located on the Home ribbon, this gallery contains a number of pre-made styles that can be applied to text. Select some text and then click a style from the Quick Style Gallery; the selected text will be formatted.

(To remove text formatting, select the text again and click Clear Formatting, shown at the bottom.)
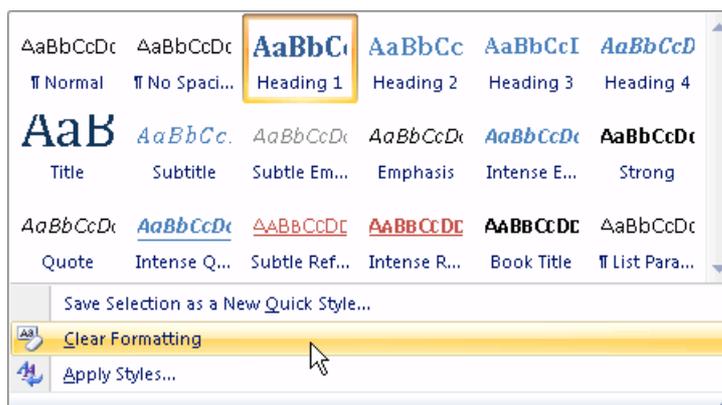
Creating a Multilevel List

Select the text you want to use in the multilevel list, then use the multilevel command to choose a style:
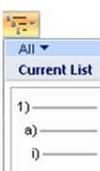
With the style selected, simply go through the document and press tab to indent. Each time you press Tab, that list item will be further indented.

1) Point 1
   a) Sub-Point A
   b) Sub-Point B
   c) Sub-Point C
2) Point 2

Style Inspector

Use the Style Inspector to see what specific formatting has been applied to a piece of text.

Open the Style task pane by clicking the option button in the Styles chunk of the Home Ribbon.

Next, click the Style Inspector command (middle button at the bottom of the pane) to open the Inspector.
Finally, click your mouse on the text in question to see how it was formatted.