

Word UP! (2007)

Vocabulary

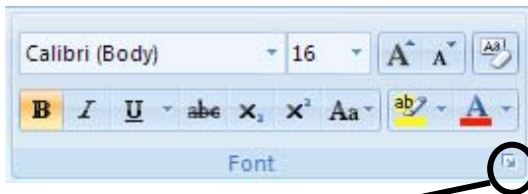
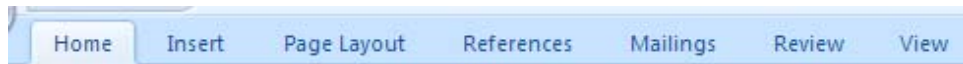


Office button: Look here for most file menu features, but also find new print choices and useful options under “prepare”. Also note the options button at the bottom – this is where you will find many of the things formerly under the Tools menu such as auto-correct and many other ways you can customize your use of Word.



Quick Start Menu: By default has only save, undo and redo. Easily add you most frequently used tools as desired.

Tabs: Home, Insert, Page Layout, References, Mailings, Review and View have replaced menus.



Groups: Collections of buttons found on each tab. Some buttons are found in multiple places.

Image shows the Font Group on the Home Tab.



Launch button (associated with a group, as in “Font group launch button”): If a launch button is available for a group, this virtually always launches a dialog box that is identical to the same function dialog box from 2003.

Page Layout, Insert and Review are the tabs where things get good...

Improved Formatting Tools

Use a template!

When connected to the Internet, click the Office button → New.

- Scroll down on the left through Office Online and identify the type of template you’re looking for, then browse to find a style or design you like best.
- Try newsletters, calendars, forms (academic) and awards/certificates for some really time-saving options!

Themes

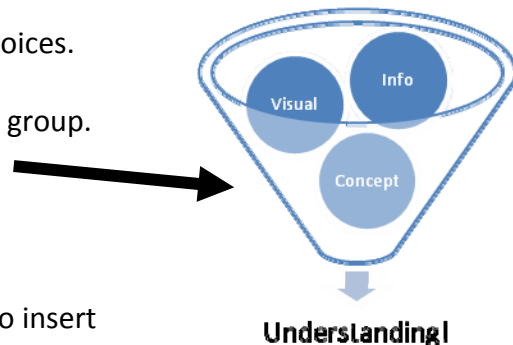
Go to the Page Layout Tab.

- On the far left, click the Themes button and select a theme. Note that this will influence the colors and font styles for the entire publication.
- When you insert text boxes and other elements, they will be inserted with the theme's attributes already applied.
- While you are mousing over or floating over the themes, note how the document reflects your choice in a "quick preview" mode.

Insert Tab Goodies

Cover Page: On the far left, you can now choose a pre-formatted cover page. Click the button and browse choices.

SmartArt: Click the SmartArt button in the Illustrations group. Now you can easily create graphics like the fanciest magazines!



Quick Parts and Building Blocks

- Quick Parts → Document Property allows you to insert a common author, title, date, etc.
- Quick Parts → Building Blocks Organizer... allows you to choose pre-formatted text boxes, cover pages, watermarks and others.
- Quick Parts → Save Selection to Quick Parts Gallery... allows you to save what you have currently selected into the gallery for future use. Your selection can include text, font size/style, images and graphic elements like lines. Very convenient!

Review Tab: Now, Almost Everyone Can Figure it Out!

- In the Comments group, click the New Comment button and quickly type in a comment. Note that comments do not normally print. Providing feedback on Word documents is now just one click away.
- In the Tracking group, click Track Changes to turn on tracking. When "on" you can type and delete items from a document and all of your changes appear within the document in red, without disturbing the original text. The recipient of your "marked up" document (often, the original author) uses the Changes group to accept or reject the suggested changes.
- In the Changes group, use the Accept, Reject, Next and Previous buttons to quickly move through a document in which someone else has made changes.
- In the Compare group, you can put two or more documents together without "losing" stuff.