

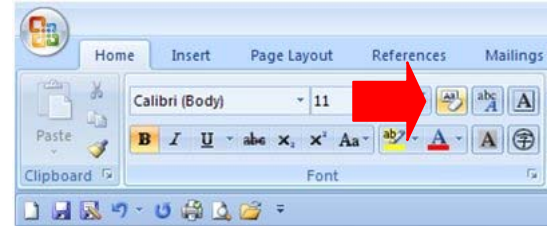
The Office Button

Located in the upper-left corner, the **Office Button** replaces the former file menu on other versions of **Word**. Commands such as Open, Save, & Print are here.



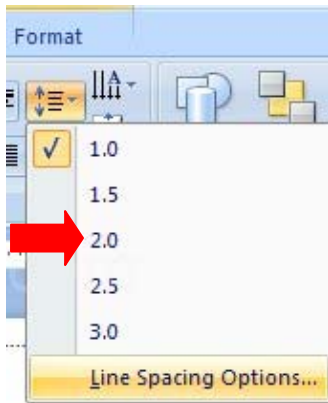
Formatting Errors

If a formatting error occurs, revert your document to plain format. Highlight the text and under the **Home** tab, click on the **Clear Formatting** icon in the **Font** Group.



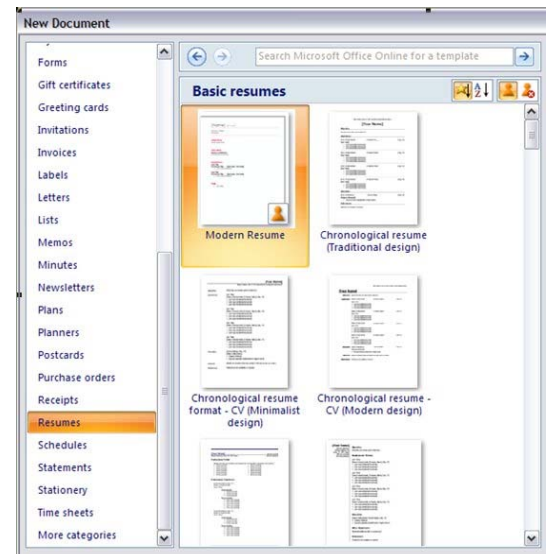
Double-Spacing

Highlight the text in which to double-space. Under the **Home** tab, click the drop-down menu below the **Line Spacing** icon in the **Paragraph** group. Select **2.0**.



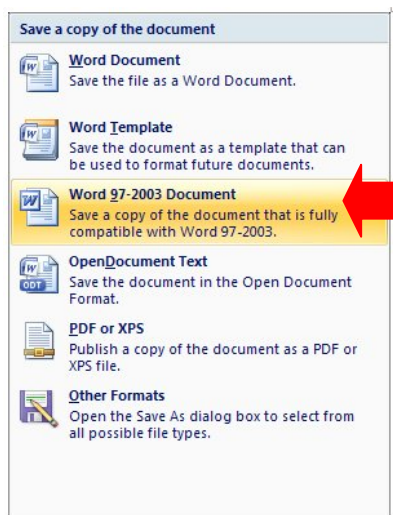
Résumé Templates

Under the **Office Button**, select **New**, and scroll down to **Résumés**. Choose your style.



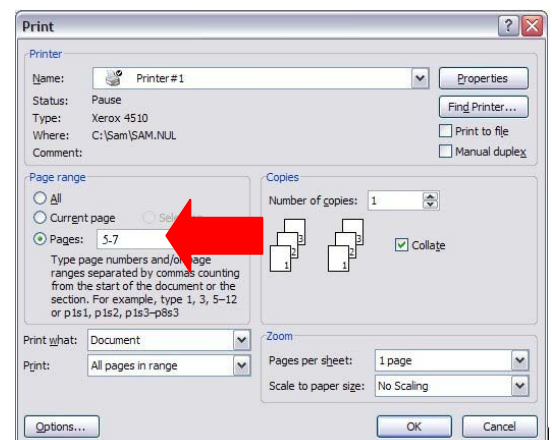
Saving Documents

Under the **Office Button** drop-down menu, click **Save As**. The default extension is **.docx**. Make use of your document in other Word versions by saving your file as a **.doc** with the Word 97-2003 option.



Save Paper and Money

Note the page number in the bottom-left corner of your document. From the **Office Button** drop-down menu, click **Print**. Click inside the circle named **Pages**. Type the range to print in the box, and separate the desired page numbers with a hyphen.



Word 2007



Quick Reference Guide





Keyboard Shortcuts

<Ctrl> + <O>	Open	<Ctrl> + 	Bold
<Ctrl> + <N>	New	<Ctrl> + <I>	Italics
<Ctrl> + <S>	Save	<Ctrl> + <U>	Underline
<Ctrl> + <W>	Close	<Ctrl> + <A>	Select All
<Ctrl> + <X>	Cut	<Home>	Beginning of Line
<Ctrl> + <C>	Copy	<End>	End of Line
<Ctrl> + <V>	Paste	<Ctrl> + <Home>	Beginning of Document
<Ctrl> + <Z>	Undo	<Ctrl> + <End>	End of Document
<Ctrl> + <Y>	Redo		



Save Documents

- The Word 2007 default extension is **.docx**.
- On the Quick Access Toolbar, click **Save** .
- For the first save, you will need to select the file location from the top drop-down menu in which to save it. Type a name in the **File Name** box.
- If the document has changed, it will save over the first version and not require a location or name. You now will notice the file name displayed on the Title Bar.
- Please **Save**  often, so that work will not be lost!

Create a New Document

- In the upper-left corner, click the Office Button .
- Click on **New** .
- On the left side, choose a type under **Templates** or double-click **Blank Document**.



Open Documents

- Click on the Office Button  in the upper-left corner.
- Click on **Open**  and navigate to the folder location by clicking inside the **Look In** drop-down menu at the top of the box. Click on the desired file to open.




Change Page Setup

- To change the orientation to vertical or horizontal, under the **Page Layout** tab, click on **Orientation** in the Page Setup Group. Select **Landscape** or **Portrait**.
- Alternately, choose **Margins** and scroll down to **Custom Margins**. Enter the new dimension.

Insert Pictures

- Click on the **Insert** tab on the Ribbon.
- To insert a picture from your computer, click on the **Picture**  icon. Navigate to the file location that contains the picture and click on it.
- Click on the picture to access the **Format** tab.
- Alternately, enter stock images by clicking on the **Clip Art**  icon in the Illustrations Group. Type a subject word in the panel on the right. Click **Go**. Click on the picture that you want to insert.

Print / Preview Documents

- View the page range in the bottom-left corner.
- Click on the Office Button  in the upper-left corner.
- Scroll down to **Print** and click on the **Print Preview Button** to review the document. Click **Close Print Preview**  to return to your document.
- Click **Print**  to open the Print box, and customize the job as needed. Click **OK** to print. Click the **Print Now!** button to send it to the library printer. The first 10 pages are **free** and 15¢ for each additional page. Before printing, load your library card with cash.

This Word 2007 guide is specific to the package contracted with the County of Los Angeles Public Library. Please take note that the tools provided in this beginner's guide do not incorporate the full range of options in Word.