

AHSL

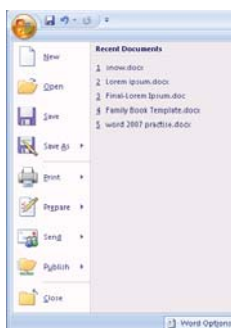
Arizona Health Sciences Library
Tucson & Phoenix

Word 2007



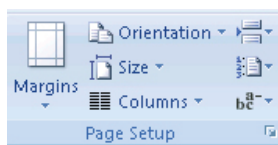
Start Word 2007

- When you start Word, it defaults to a new document automatically.
- Or use the Office Button to see other choices: New, Open, Save. Also notice the list of Recent Documents you can choose from.



Using Page Layout Tab & Page Setup Group

- Set your margins by clicking the Page Layout Tab.
- Using the Page Setup Group, select Margins.
- Choose from one of the preset margins in the gallery or make your own custom margin setting. From the dialog box you can set this custom margin setting as the default.
- Select the page Orientation: Portrait or Landscape.
- Select the size of your paper: use presets or customize.
- Choose the number of columns needed.
- All these settings can be done at anytime but it's usually easier to do this at the beginning.



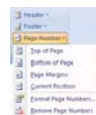
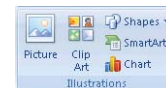
Using the Home Tab & Font Group

- From the Home tab, use the Font group to make all choices regarding the font you use.
- To change the Font: in the Font Group select the name of the font from the drop down list of available fonts installed.
- Select the desired font size.
- Other choices in this group include: bold, italic, strikethrough, subscript, superscript, change case, highlighter, font color, grow & shrink font and clear formatting.



Using the Insert Tab

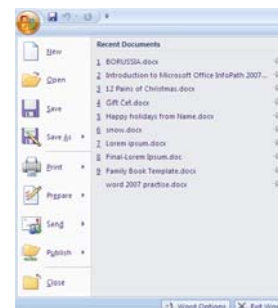
- Use the Inset Tab to insert pages, tables, illustrations (pictures, clipart, shapes, smartart & charts), links, headers & footers, special text and symbols.
- **Insert Pages:** from the Pages group, click the type of page to insert.
- **Insert Tables:** from the Tables group, select the size of table you want from the gallery.
- **Insert Pictures:** from the Illustrations group, click on the Picture icon and find the location of the file for your image and select it.
- **Insert Clipart:** from the Illustrations group, click the Clip Art icon. The Right Task Pane opens; search for the clip art you wish to insert using the drop down menus to narrow your search.
- **Insert Page Numbers:** from the Header & Footer group, select Page Number and choose the style of numbering you desire.
- **Insert Text Boxes:** from the Text group, select the arrow to reveal the gallery of text boxes available to insert.
- **Insert Equations:** from the Symbols groups, click on the arrow next to Equation. The Equation gallery appears, make your selection of type of equation.



Office Button



The Office Button replaces the File menu and is located in the upper left corner. The commands here include: New, Open, Save, Save As; Print, Prepare, Send, Publish; and Close.





Text Wrapping an Image

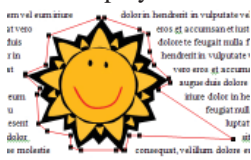
- Select the image to open the Picture Tools Format tab.
- Click on Text Wrapping. There are several choices to choose from.
- **In Line with the Text:** the image is inserted and kept at position the cursor was in when the image was inserted. This is the default, even though it is rarely used. Also, you can not move it easily or edit the wrap points with this choice.
- **Square:** the text wraps around the image's bounding box with a slight border.
- **Tight:** similar to Square but the text is tighter to the image.
- **Behind Text:** the image is behind the text and can be difficult to see depending on the image and text color.
- **In Front of Text:** the image blocks all the text behind it from view if it is place In Front.
- **Top and Bottom:** if the image is placed within several lines of text, it will only appear above and below the image with an empty space to either side.
- **Through:** an image with an open area in the middle, Through wrapping will attempt to put text into that area. If there is no transparent area in the middle, the wrap will look similar to Tight Wrapping.
- **Edit Wrap Points:** you can customize a text wrap by editing the Wrap Points. An image must first have a text wrap applied to it, such as Tight. Now select Edit Wrap Points, and drag any of the points to the desired position.
- **More Layout Options:** opens the Advanced Layout dialog box from older versions of Word. It includes to tabs: Picture Position and Text Wrapping. It allows the same options as the previous wrap styles but in the dialog box format of past versions.



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Other Picture Tools - Adjust Group

- **Brightness:** under the Picture Tools Format Tab, use the Adjust group and select Brightness. Choose the brightness percentage that you want. For more control, use Picture Corrections Options and then use the slider or enter a number in the box next to the slider.

- **Contrast:** under the Picture Tools Format Tab, use the Adjust group and select Contrast. Make your selection from the preset gallery. Use the Picture Corrections Options for more control.
- **Recolor:** with the image selected, choose Recolor under the Adjust group in the Picture Tools Format Tab. Make a selection from the preset colors or choose a custom color.
- **Compress Pictures:** you may wish to make your document file size smaller; you can do this if you compress your pictures. Select your image, click Compress Pictures in the Adjust group and make your selection on the amount of compression desired.
- **Change Picture:** to change an existing picture with another; click the picture, under Picture Tools Format Tab, in the Adjust group, click Change Picture. The Insert Picture dialog box opens, select the picture to change to and click OK.
- **Reset Picture:** after changing your picture, you may wish to change it back to the original; select the picture, choose Reset under the Adjust group in the Picture Tools Format Tab.

Picture Tools - Picture Styles

- **Picture Styles Gallery:** these are preset selections to apply to any picture or clip art that include shapes, borders and other effects.
- **Picture Shape:** selecting from this gallery applies various shapes to a picture by cropping the image to fit inside the shape.
- **Picture Border:** add or make changes to the border of a picture: no outline, color, weight and type of border.
- **Picture Effects:** several types of effects are located in these galleries: preset, shadow, reflection, glow, soft edges, bevel and 3-D rotation. (Place the cursor over the effect to see the change or click to apply.)

Contact Us!

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