



Word 2007/2010

Quick Guide to Home Tab
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Word 2007/2010 Quick Guide to Home Tab

Word 2007 and Word 2010 have a similar user interface and set of formatting options. This download is intended to describe the main features of the new 'ribbon' and look at the 'Home' ribbon in more detail.

The Ribbon

The ribbon is made up of tabs, groups and commands.

- To hide the ribbon either:
 - Double click on the Tab. Double clicking on the tab again will display the ribbon.
 - Click the down arrow on the quick access toolbar and select minimise ribbon. Select the tab name to use the ribbon commands.
 - Ctrl F1 will minimize or restore the
- Extra tabs may be added to the ribbon by Office depending what you do. For example, inserting a picture will add **Format** to the ribbon.
- Click the arrow  at the bottom of a group to get more options if you need them.
- If you use commands frequently, you can add them to the quick access toolbar which is displayed at the top of the application. Right click on the command and click **Add to Quick Access Toolbar**.
- To remove a button from the Quick Access Toolbar, right click the command and click **Remove from Quick Access Toolbar**.
- Key Tips. Press Alt to make the new keyboard shortcuts appear. You press the key for the tab you wish to appear, then the key for the command. For example **Alt H C** will copy the contents of a cell.
- The old shortcuts e.g. Ctrl C for copy will still work.



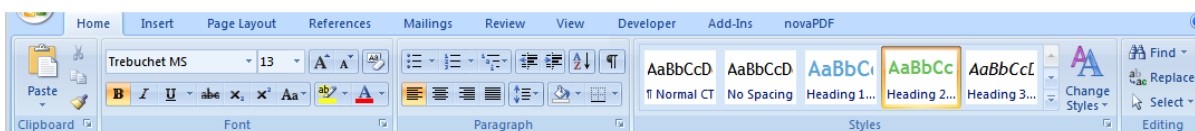
Ribbon

Mini Toolbar

The mini toolbar appears when you select text. It provides shortcuts to common text formatting options. This toolbar is usually transparent. If you click an option, the toolbar becomes solid. If not, it will disappear after a few seconds.

If you do not want the Mini toolbar to appear, you can disable it from the Popular tab of the Options dialog box. In 2007, use Office button > Word Options. In 2010, use File >

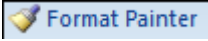
Home Tab




The Home Tab contains most of the basic formatting options that you would want to do at a text level. It is made up of a number of groups - each of which will be covered here.

Clipboard Group

The clipboard group contains the buttons for Cut, Copy, and Paste. Right click or using Ctrl C (copy), Ctrl X (cut), Ctrl V (paste) will also still work. Clicking on the down arrow underneath Paste allows you to select the options from Paste Special. Paste Special allows you to change the format of the item you are copying.

The format painter  is a quick way of copying the format of a piece of text to another piece of text. To use the Format Painter, place the cursor in the text whose format you want to copy and then click the **Format Painter** button. If you have more than one place to paint your formatting, make sure you *double-click* the **Format Painter** to get it to stay on. Then select the text that you want to paint with the new format.

To turn it off, you click the button again, or press ESC.

When items are copied or cut, they are stored in the clipboard which is available by pressing the  at the bottom of the group section. Once you open the clipboard you can paste any of the 24 items by clicking on them. This allows you to paste something that you copied previously.

Font Group

Much of the formatting options in Word 2007/ 2010 are similar to 2003, though the options may be in a different place!

Particularly useful options include:



Increases all the fonts by one point



Decreases all the fonts by one point



Clear all formatting. This is useful to use when it is all going wrong!



Put lines through text - an alternative to using comments when reviewing text. This sentence will become ~~This sentence~~ when selected and this button is pressed.



Subscript, for example H₂O would become H₂O by selecting the 2 and pressing this button



Superscript, for example x⁴ would become x⁴ by selecting the 4 and pressing this button



This is one of my favourite buttons in the new version of Word. If you type text with the CAPS lock on by mistake - or you decide that you want to capitalize each word of a title, don't retype the text instead select the text and click on this button. You are presenting with five options:

Sentence Case - A capital letter at the beginning of a sentence

Lower Case - all small case


UPPERCase - ALL UPPER CASE

Capitalise each word - Used On A Title For Example

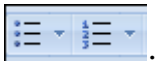
Toggle Case - switch between UPPER and lower

Paragraph Group

Bullets, Numbering

1. If you need a bulleted list, just type an asterisk (*) followed by a space. The asterisk turns into a bullet and your list is started. When you've finished typing the first item in your list, press ENTER and a new bullet will appear on the next line.
2. To automatically create numbered lists, type the number one and a dot (1.), followed by a space.
3. To start a letter list, type the letter a and a dot (a.), followed by a space.
4. Every time you press Enter you will get the next bullet or number in the list. To finish a list, just press Enter twice.
5. To leave a gap between bullets or numbers, press Shift Enter instead of Enter, then Enter.
6. If you want to sort a list after creating it, for example, into alphabetical order, you can use the **Sort** button  in the **Paragraph** group on the **Home** tab of the Ribbon.

To change the type of bullet or number that you are using, click the arrow next to the bullet or number button



To create a multi-level list, create the first item on a single list as usual, press Enter to get the next line, and then press Tab to create a second level of list. Shift Tab will return to the upper level.


For Example

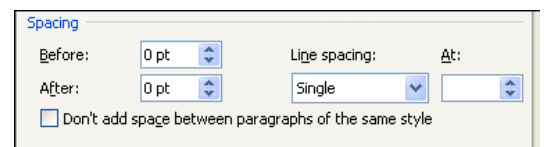
- This is the top level (* then type the text Press Enter)
 - This is the second level (Press Tab, type the text and press Enter)
 - This is the second level (Type the text and press Enter)
 - This is the third level (Press Tab, type the text and press Enter)
 - This is the second level (Press Shift Tab, type the text and press Enter)
- This is the top level. (Press Shift Tab, type the text and press Enter twice to finish)

To adjust the distance between the bullet and the text, right click on one of the list levels select **Adjust List Indents**.

Line Spacing

Word 2010/2007 has line spacing set quite wide by default. To change

this for an individual document, select **line spacing**  in the **paragraph** group on the **Home** tab. Select line spacing options and ensure that line spacing is set to single and before and after are set to 0 pt. As shown in the picture.




When the Enter key is pressed when typing a document, extra line spacing is included because Word thinks you are creating another paragraph.


For example.

23 Farringdon Road
London


would look better without the extra space between the address line and the road. To solve this, either press Shift Enter instead of Enter to start a new line for London or select the text, choose the Line Spacing button and select Remove Space after Paragraph.

Show/Hide


If you press show/hide  you can see the formatting marks that have been put into the document. This may allow you to work out what is going wrong if the document is not behaving as you would expect. Pressing show/hide again will turn them off. The common marks are:

 Paragraph Mark appears each time you press ENTER to start a new paragraph.

→A tab mark appears each time TAB is pressed.

 dots show how many times you press the SPACEBAR between each word, or if you accidentally press the SPACEBAR between letters in a word. One dot is one space; two dots are two spaces. Normally there should be one space between each word.

Borders

You can put borders round text, a paragraph, cells on a table, text boxes. To adjust the borders, use the borders button in the Paragraph group. 

Styles Group

Quick Styles on the Home tab are ready-made, professional styles, quick and easy to apply. The most frequently used Quick Styles will appear directly on the Ribbon.


Click the button  at the bottom of the scroll bar to see more ready to use Quick Styles.

Styles are a way of producing a consistent look to different types of paragraphs such as headings, body text, captions, quotations etc.

It is a good idea to use styles to:

- Provide consistency to a document
- Easily change the look of the document by changing the style
- Provide consistency across documents
- Create Table of Contents


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Click the Dialog Box Launcher  to open the **Styles** pane. This pane holds custom-made styles you might have made yourself in a previous version of Word, and it's where you go to create new or amend existing styles. It is a good idea to create a set of styles for your own company.

Once you have used styles in your document, it is easy to make documents accessible or to create a table of contents.

Click the button  at the bottom of the scroll bar to see more ready to use Quick Styles.

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To apply a style, highlight the text and click on the Style that you wish to apply.