

DEVRY UNIVERSITY

Microsoft Word 2007 Tutorial

Help desk

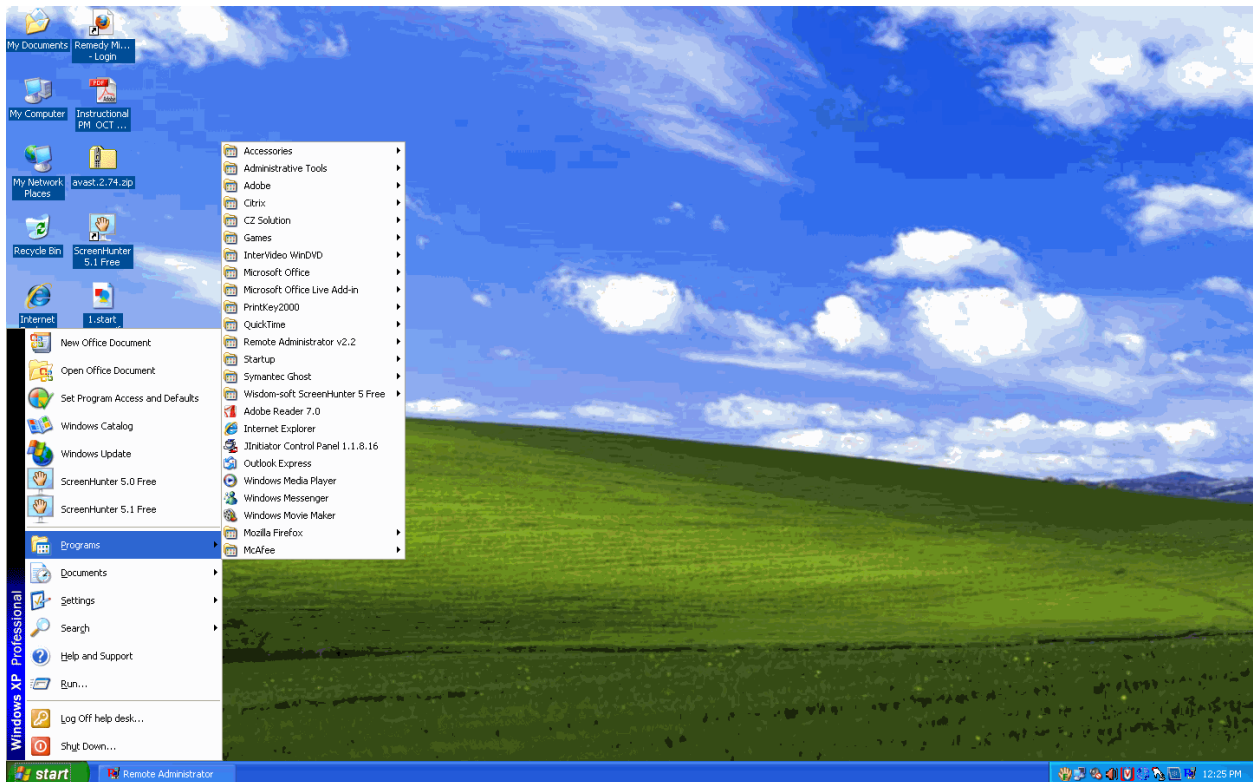
11/5/2009

Getting Started:

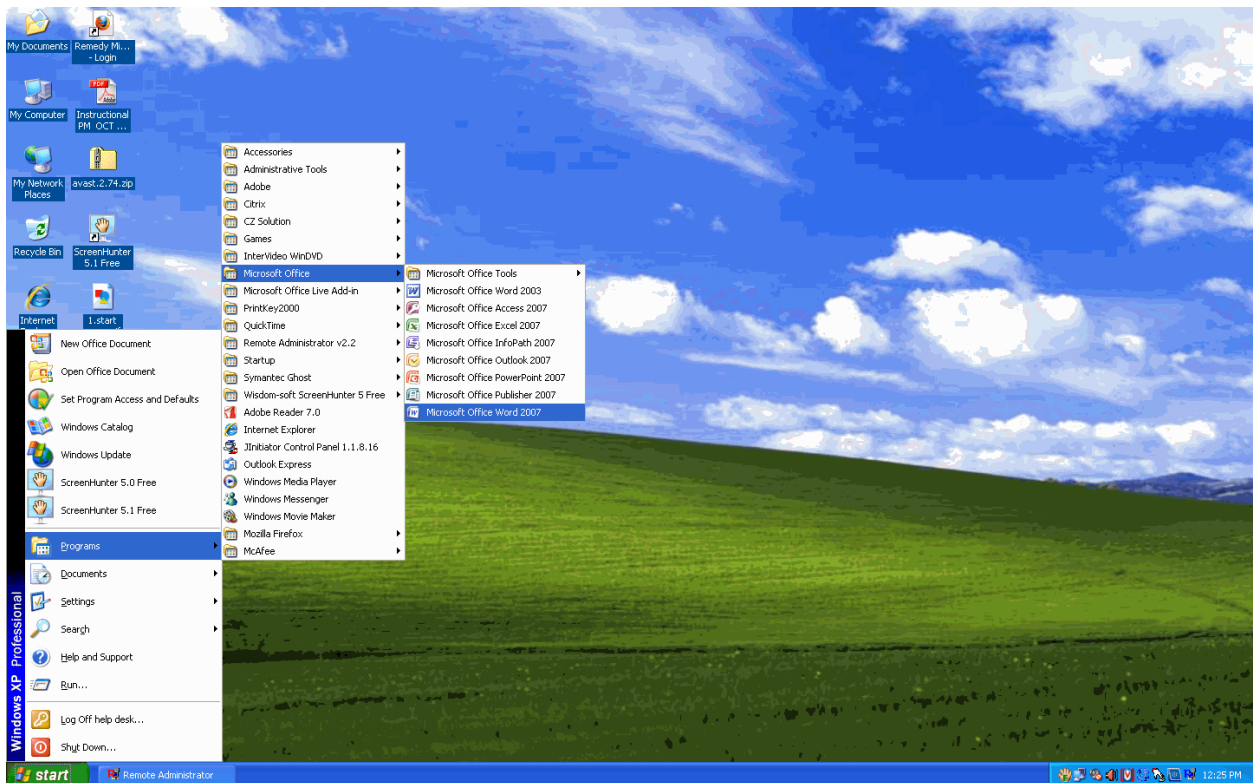
Click on the start menu located at the bottom left corner of your window pane



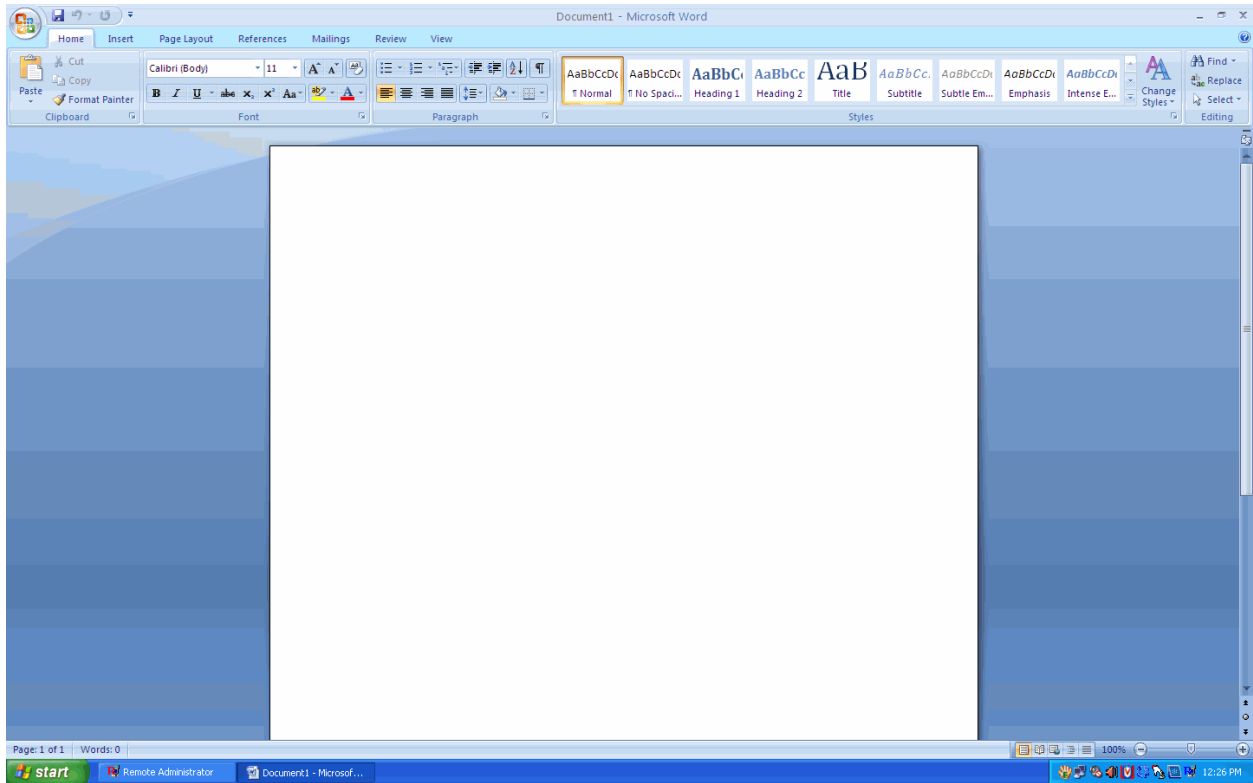
Next, scroll down to “Programs” and click on it. This will open up all the programs on the computer.



Scroll to Microsoft Office, another pane will open, and then you will select Microsoft Office Word 2007. Click on it.

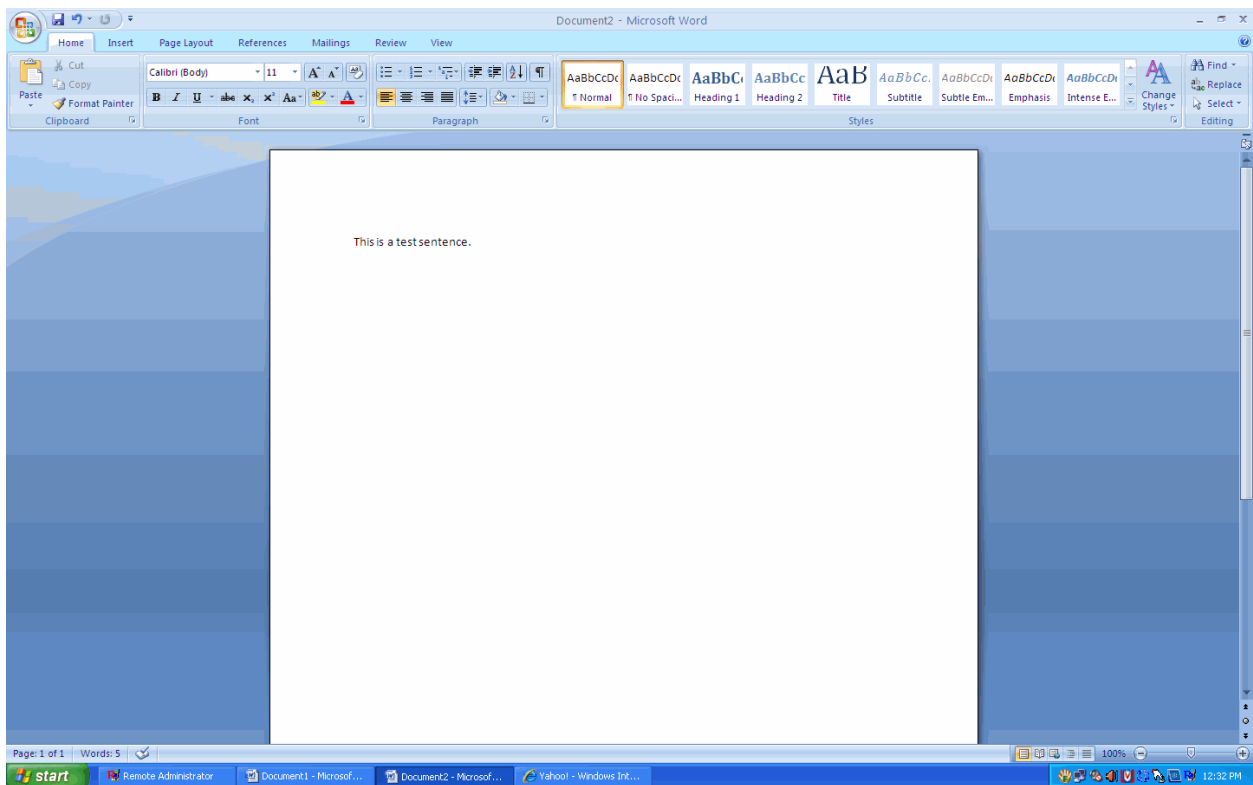


The program should open and you should see a blank document on your screen



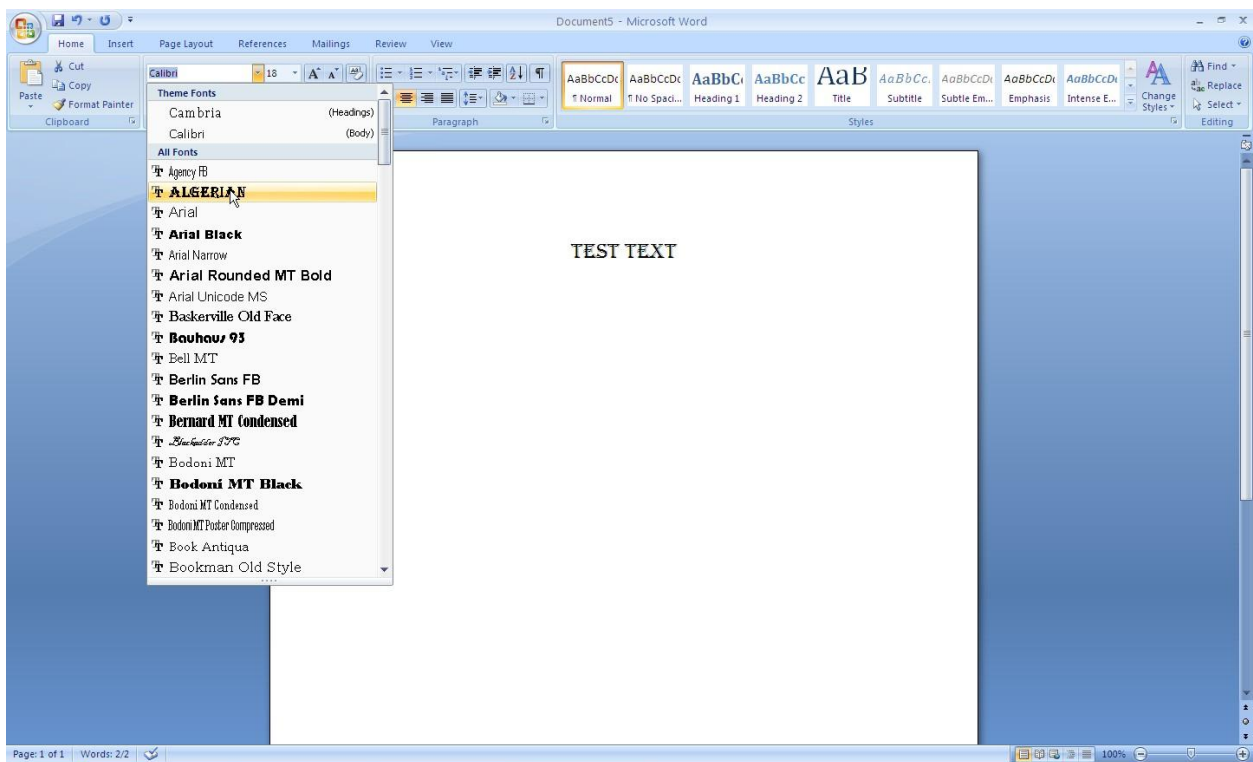
Getting Started with Word:

Start typing a sentence (the sentence will appear where the cursor is located).



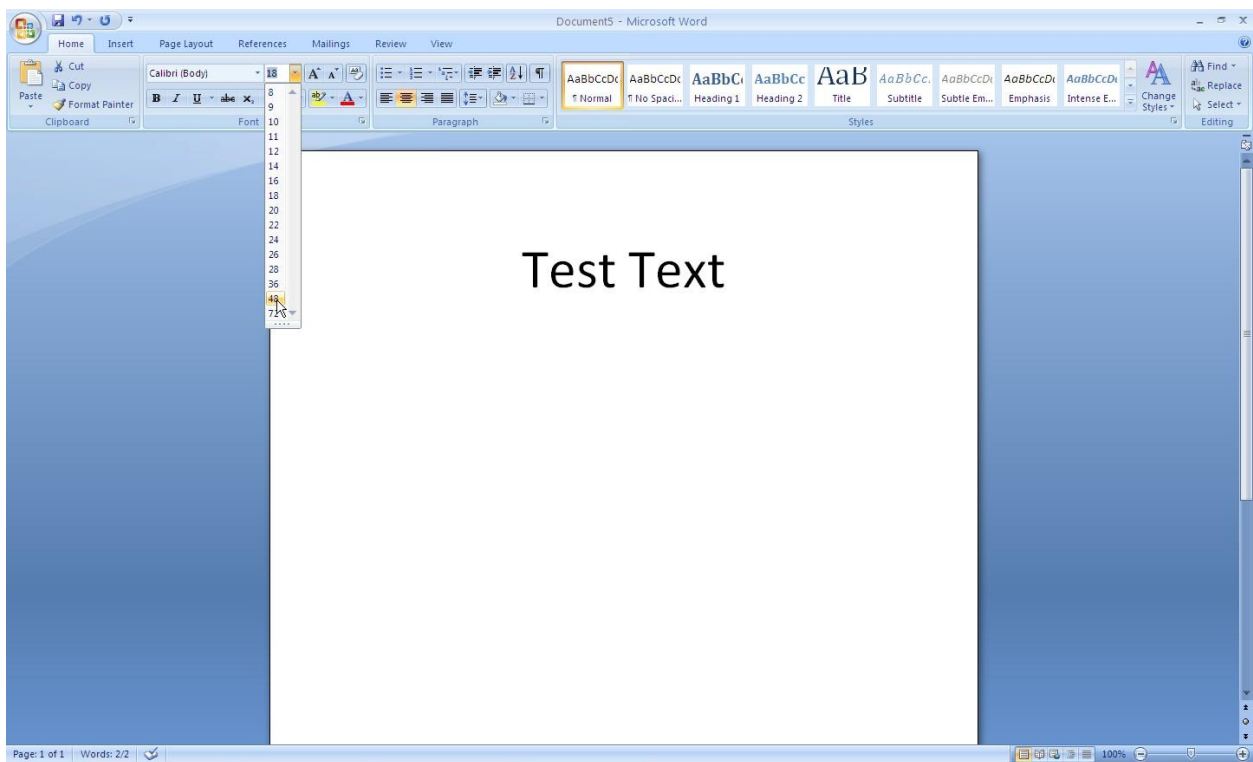
Changing the Font of Your Text:

In the tool bar of the font tab, you will find that the default font is Calibri (Body). You can change this by clicking the arrow on the right side of the selection box and you will see different selections of font. Scroll down to whichever one you want and click on it.



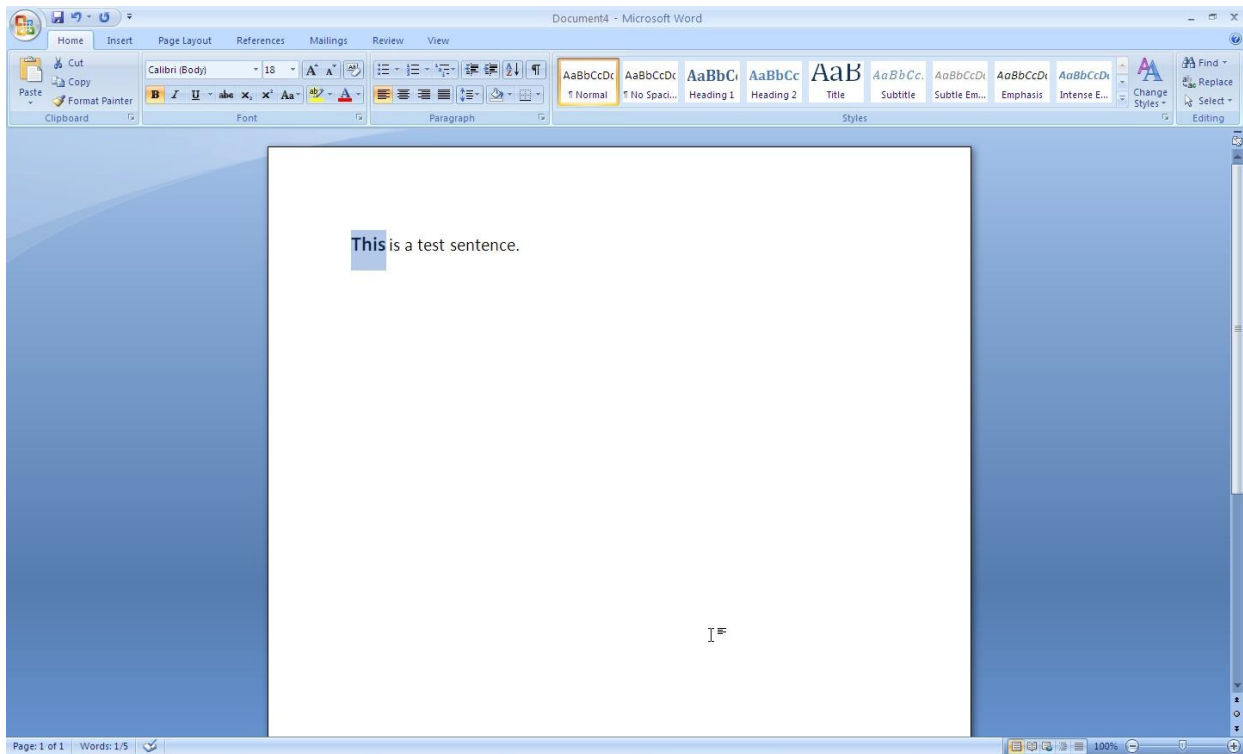
Changing the Size of Your Text:

In the same tool bar you will see a selection box with the default size 11. You can change this by clicking on the arrow located at the right of the selection box. Scroll down and click on whatever size you desire.



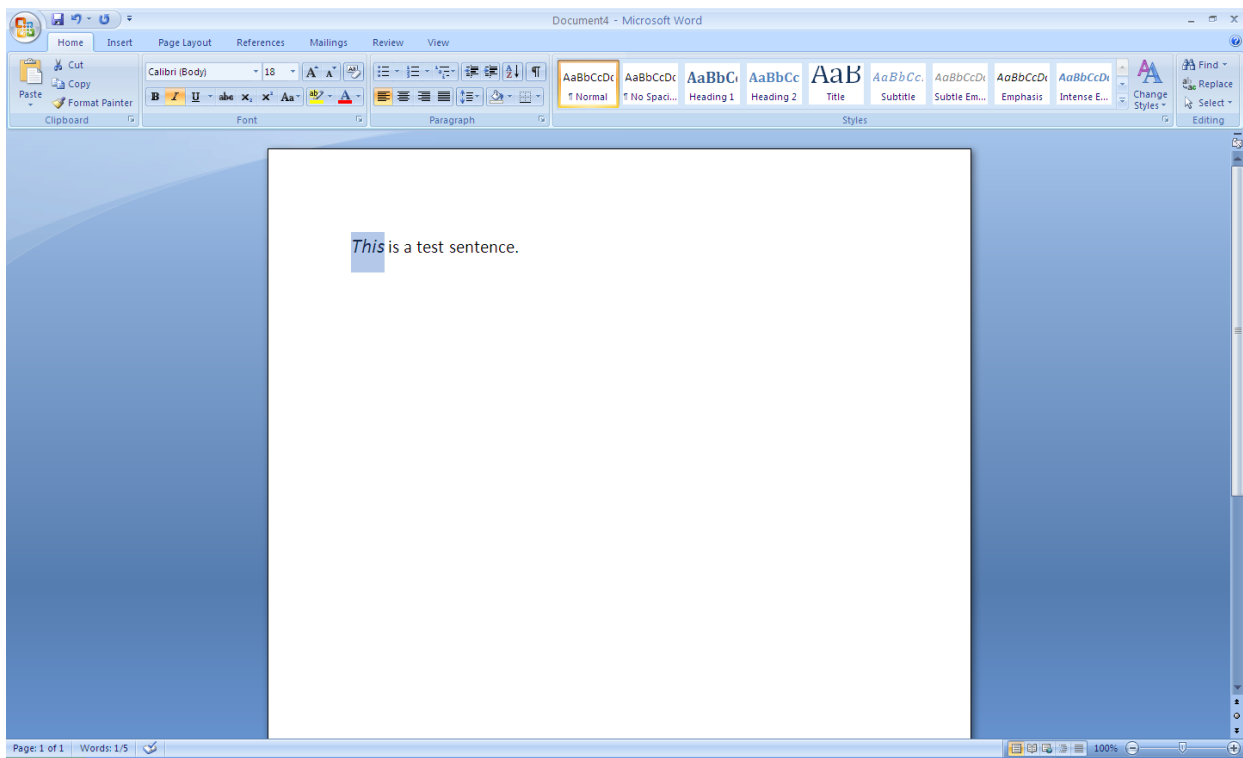
Making your words bold:

On the top of your screen you should see a tool bar in the Home tab and you should see a bold black capital letter B. Highlight the text that you want to make bold and click on the letter B that you found in the tool bar.



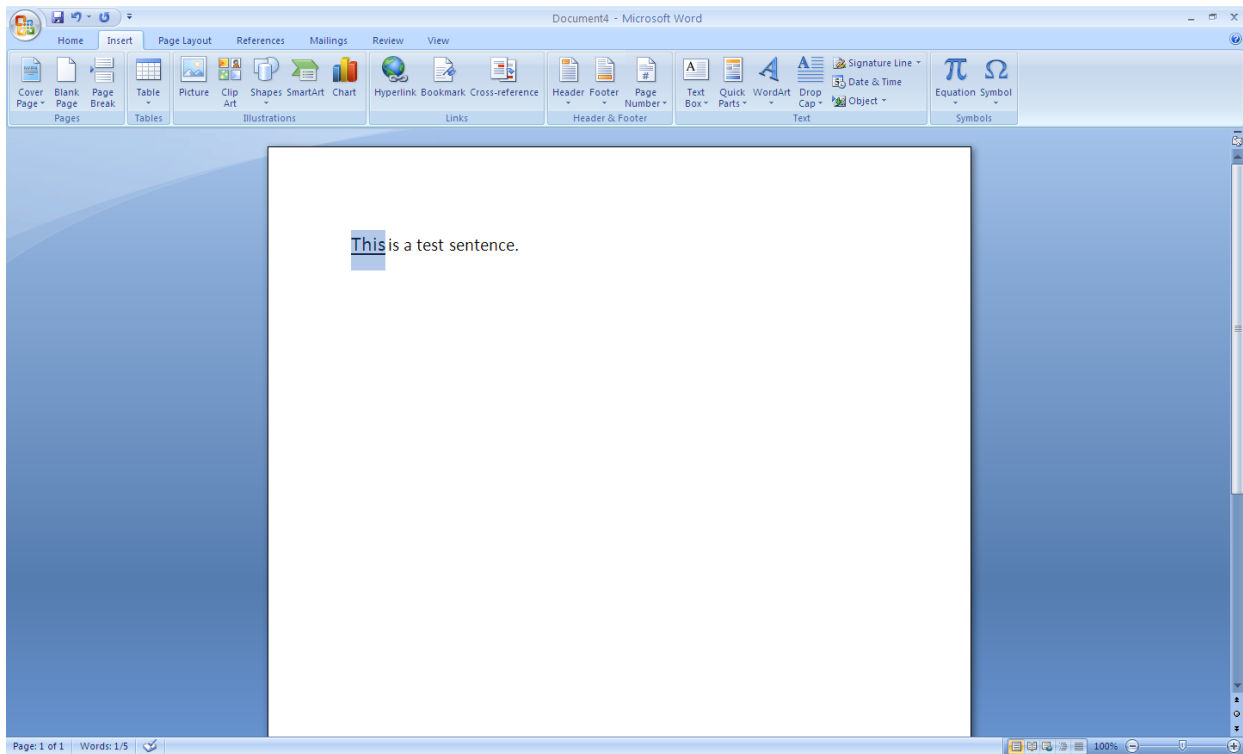
Italicizing Your Text:

On the same tool bar next to the letter B you should see a slanted letter I. This button will italicize your words. Highlight the text you want italicized and click on the slanted I.



Underlining Your Text:

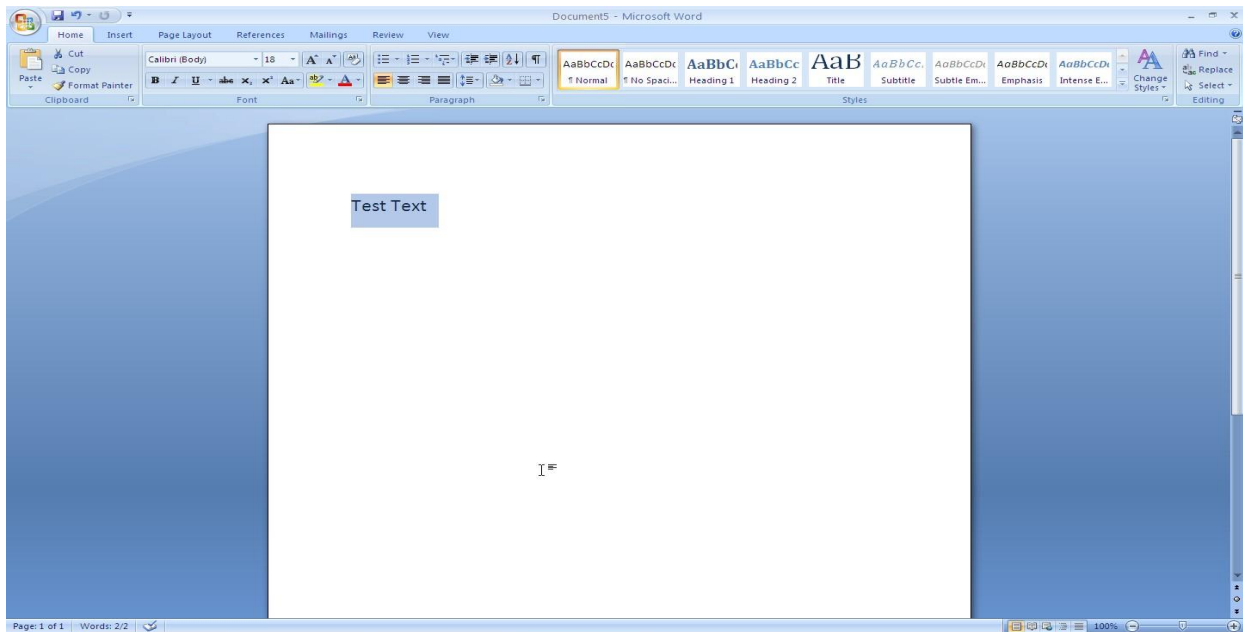
In the same tool bar, you should see a capital letter U and it should be underlined. You will use this tool to underline your text. Repeat the same steps as you did when making your text bold and Italicizing your text and your selected text will appear with a line underneath it.



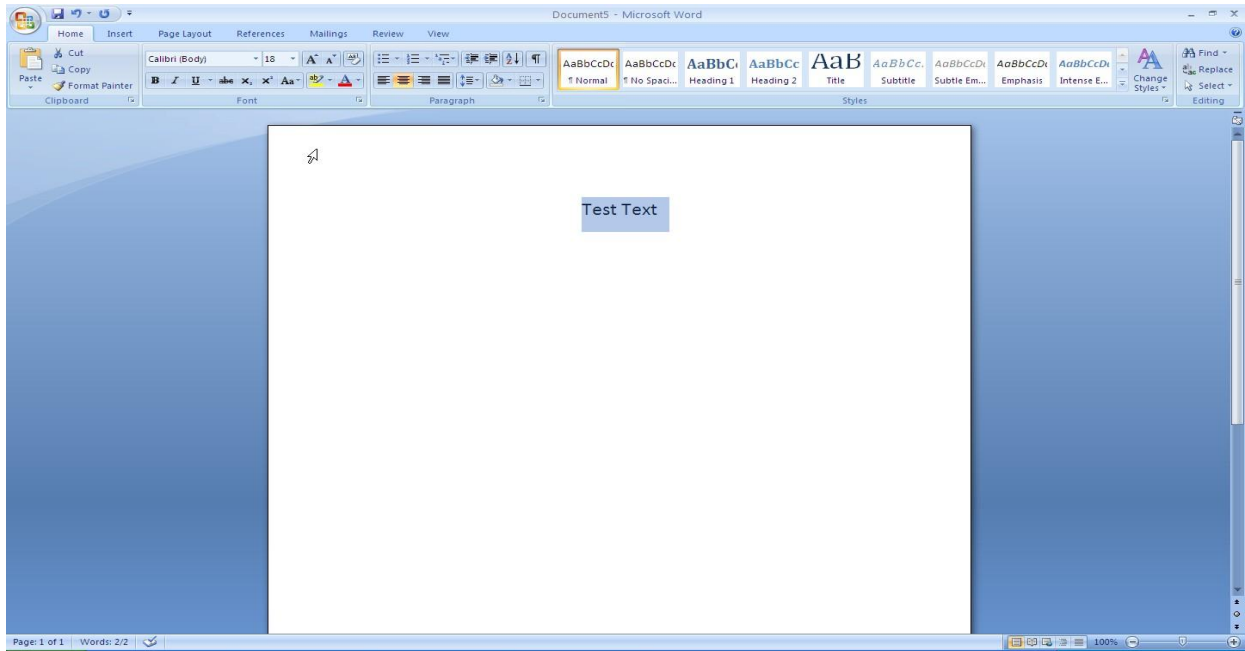
Text Alignment:

In the tool bar of the Paragraph tab you should see 4 sections of lines. The first is for left alignment, the second set is for centering text, the third set is for right alignment, and the fourth is for justifying text. Highlight your text and select whichever one best suit your needs.

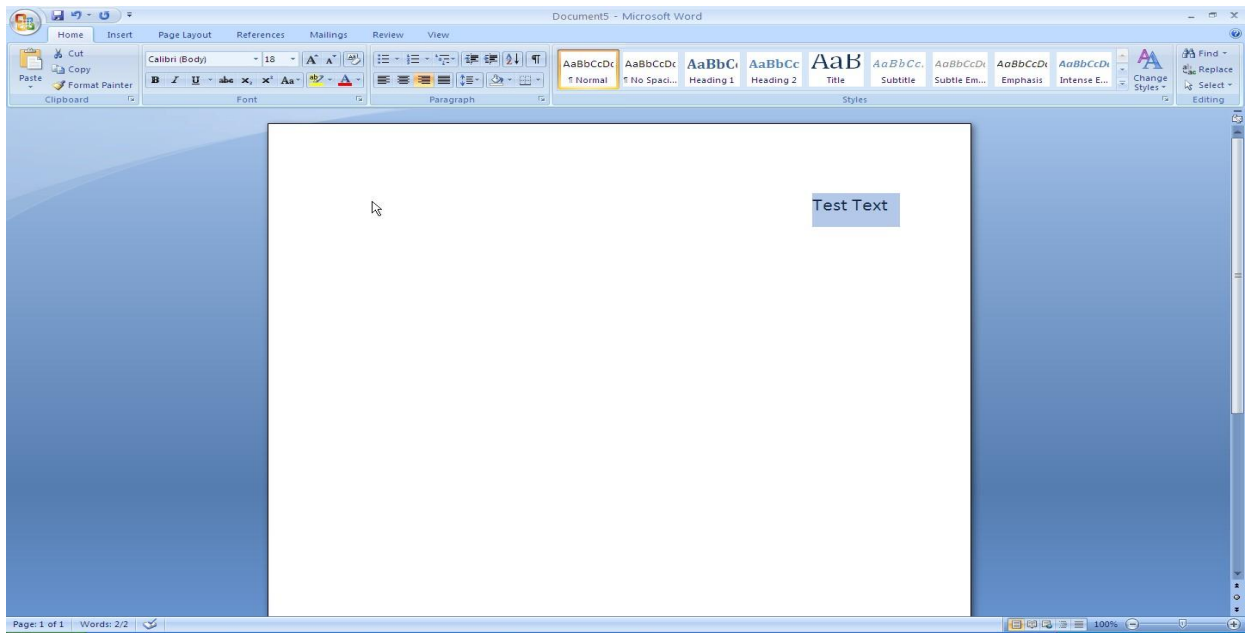
Left Alignment



Centered

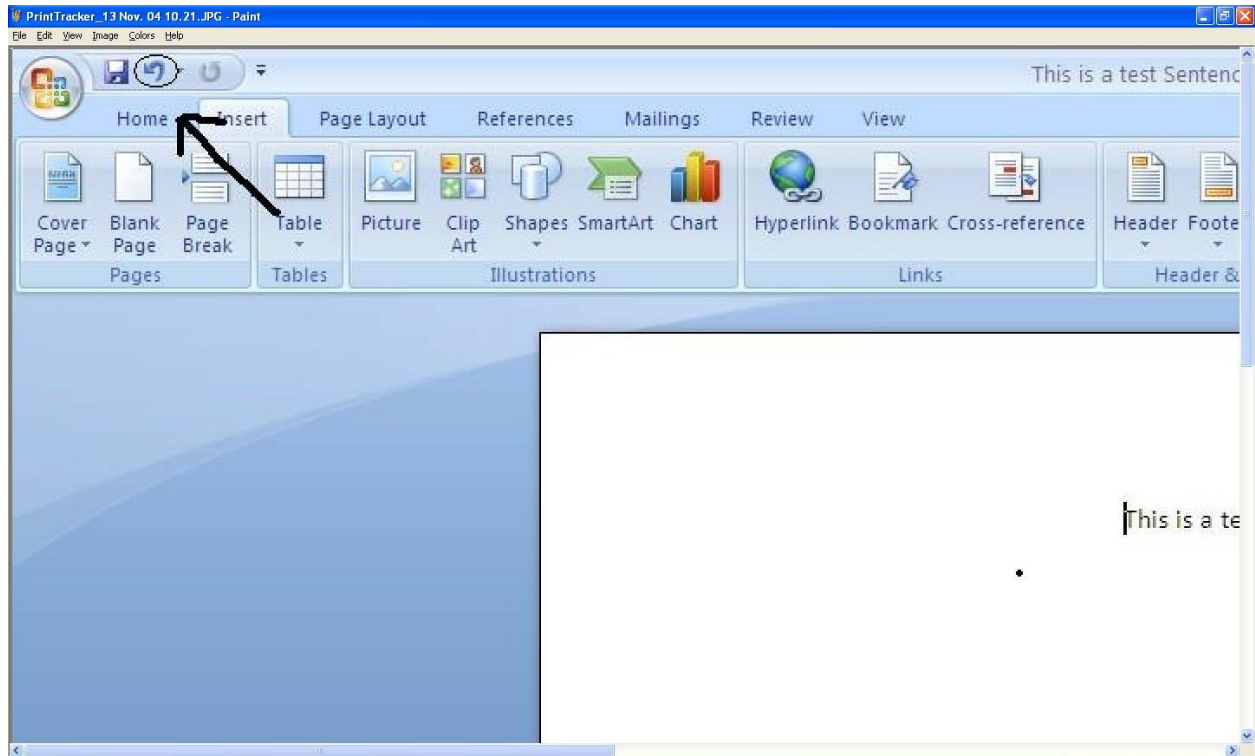


Right Aligned



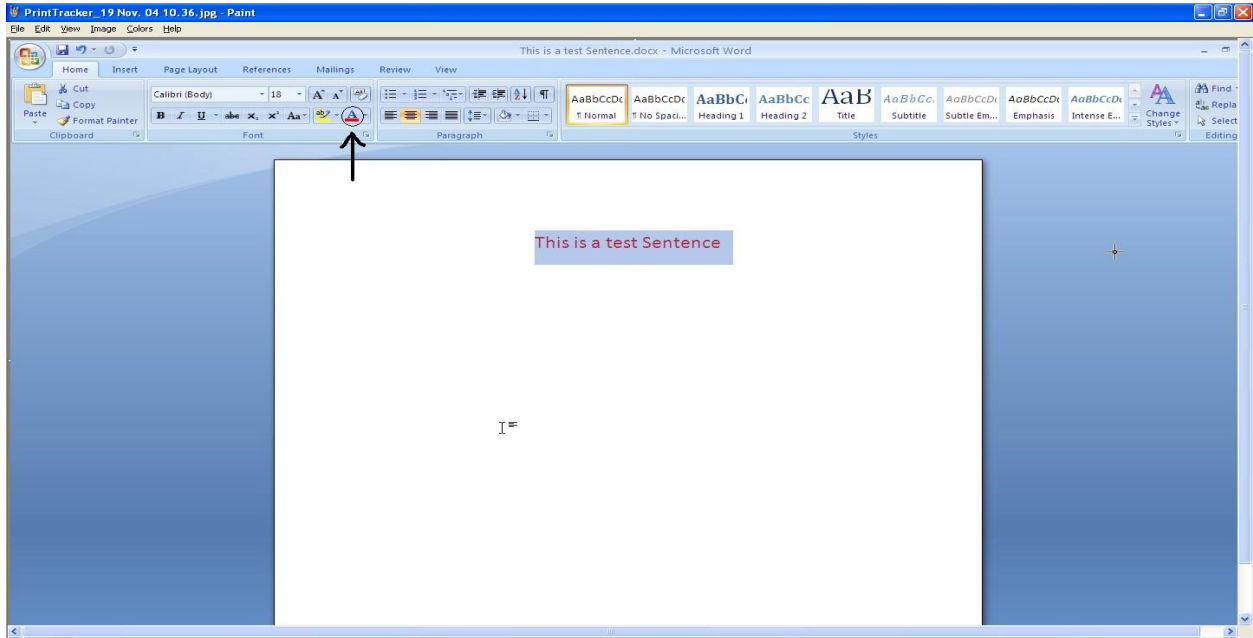
Using the Undo tool:

Sometimes we make mistakes or we do things that we don't like. In Microsoft Word there is a tool that allows you to undo a task that you have just done. It is located at the very top of the page next to the picture that looks like a floppy disk. If you click on this tool it will undo the actions you have just performed.

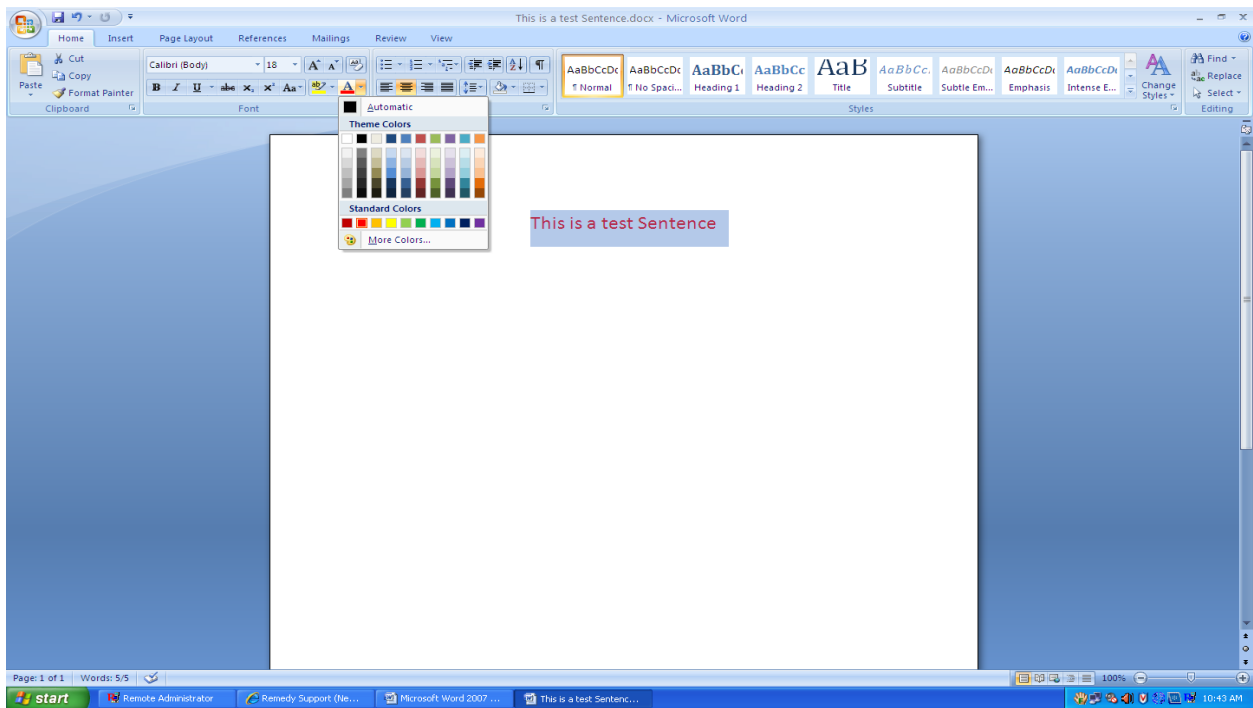


Changing the Color of Your Text:

In the Home tab there is a capital A with a red bar underneath it. This tool is used to change the font of the text. Highlight your text and select this tool to change the color.

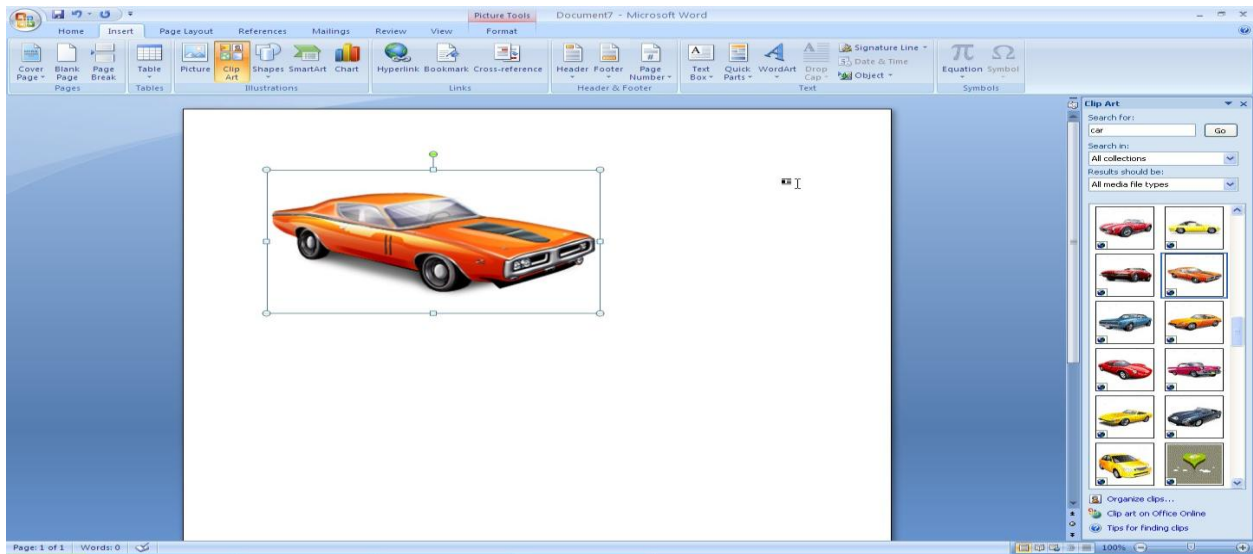


You can change it to other colors other than red. If you click the arrow next to the A, a selection of colors will appear and you can choose any one.



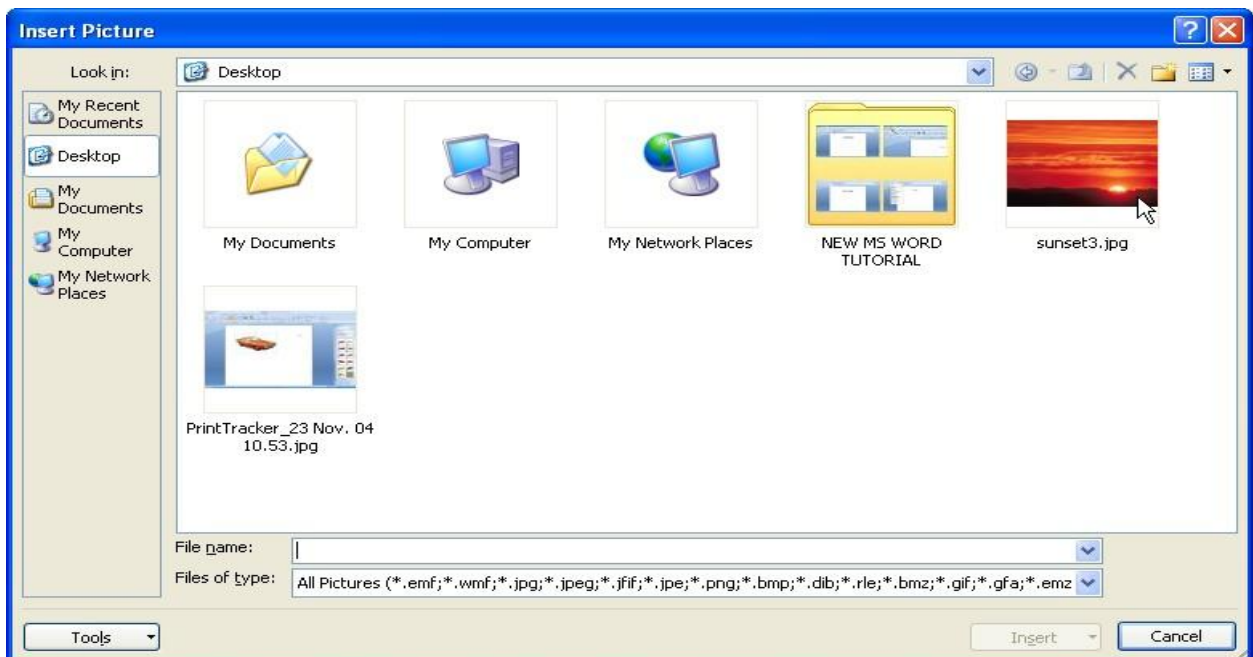
Inserting a Picture from Clip Art:

Click on the insert tab and the top of the page, Click on clip art, a search box will then open on the left side of the page. In the search bar type in what you want a picture of ex. Car. Click on the picture you want to insert once and it will pop up in your word document.

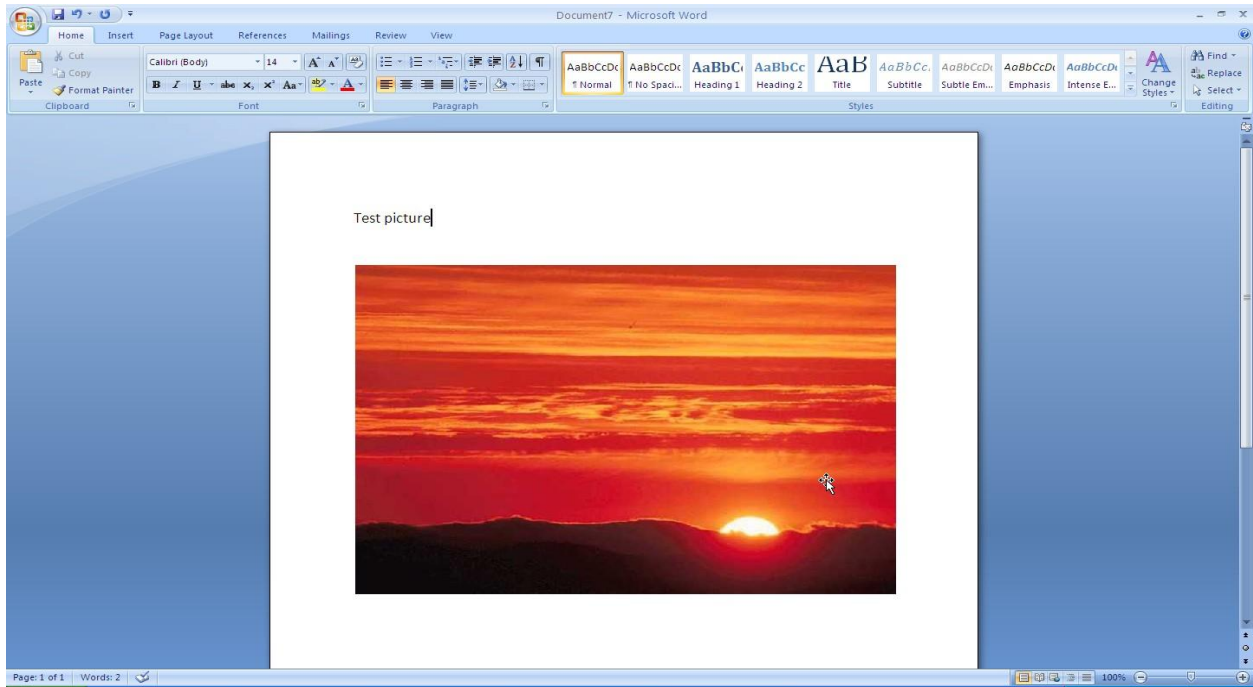


Inserting a saved picture:

Click on the insert tab and click picture, when the window opens look for your saved picture wherever you saved it. For this example I am retrieving my picture from my desktop, because that is where I saved my picture.

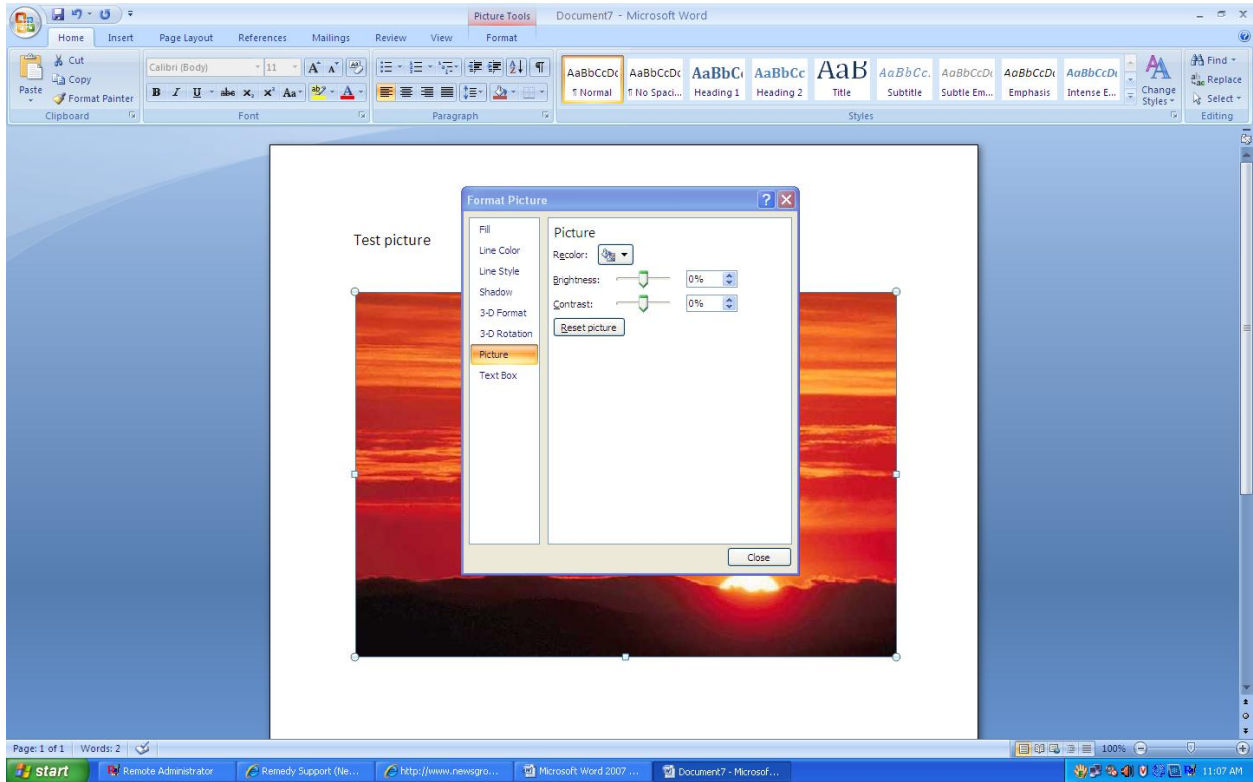


The picture should then be inserted to your document



Formatting the Picture:

If you right click the picture and scroll down to “Format Picture”, the properties menu will pop up as shown below.



Here you can change the picture in various ways. Take your time and play around with the settings and watch as your picture changes and you are able to position it in various ways.

There is so much more that can be done with Microsoft Word. We have only covered SOME of the basics. Be on the lookout for future updates to this manual and other manuals as well.

-Help Desk