

Microsoft[®] Office Word 2007

New Features (First Look)

Microsoft® Office Word 2007

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Microsoft® Office Word 2007: New Features (First Look)

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ACKNOWLEDGMENTS

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MICROSOFT[®] OFFICE WORD 2007: NEW FEATURES (FIRST LOOK)

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ABOUT THIS COURSE

In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

With more and more projects and deadlines piling up, it becomes essential for you to streamline your tasks and maximize your productivity. Microsoft Office Word 2007 helps you achieve this with its new user-friendly interface and a host of new and enhanced results-oriented features. Even if you will only be using the Office Word 2007 application to create and format documents, it's essential to learn about the interface changes and the enhanced capabilities of Word 2007, so that you can take maximum advantage of all its time-saving features to make the task of document creation easier and more efficient.

Course Description

Target Student

This course is designed for experienced Word users who have worked with earlier versions of Microsoft® Office Word, ideally Microsoft® Office Word 2003, and who have upgraded to Microsoft Office Word 2007.

Course Prerequisites

Students enrolling in this course should understand how to use some version of Word, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

How to Use This Book

As a Learning Guide

Each lesson covers one broad topic or set of related topics. Lessons are arranged in order of increasing proficiency with *Microsoft® Office Word 2007: New Features (First Look)*; skills you acquire in one lesson are used and developed in subsequent lessons. For this reason, you should work through the lessons in sequence.

We organized each lesson into results-oriented topics. Topics include all the relevant and supporting information you need to master *Microsoft® Office Word 2007: New Features (First Look)*, and activities allow you to apply this information to practical hands-on examples.

You get to try out each new skill on a specially prepared sample file. This saves you typing time and allows you to concentrate on the skill at hand. Through the use of sample files, hands-on activities, illustrations that give you feedback at crucial steps, and supporting background information, this book provides you with the foundation and structure to learn *Microsoft® Office Word 2007: New Features (First Look)* quickly and easily.

As a Review Tool

Any method of instruction is only as effective as the time and effort you are willing to invest in it. In addition, some of the information that you learn in class may not be important to you immediately, but it may become important later on. For this reason, we encourage you to spend some time reviewing the topics and activities after the course. For additional challenge when reviewing activities, try the "What You Do" column before looking at the "How You Do It" column.

As a Reference

The organization and layout of the book make it easy to use as a learning tool and as an after-class reference. You can use this book as a first source for definitions of terms, background information on given topics, and summaries of procedures.

Course Objectives

In this course, you will explore the components of the results-oriented interface of the Word environment and customize the interface to suit your requirements. You will then use the tools available in Word 2007 to create documents that look professional and also visually appealing. You will then compare different versions of a document, in addition to finalizing and securing your document before it reaches its target audience.

You will:

- explore the components of the results-oriented interface of the Word environment.
- use the tools available in Word 2007 to create professional-looking documents.
- finalize and secure a document.

Course Requirements

Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. Recommend 512 MB of RAM.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A mouse or other pointing device.
- 1024 x 768 resolution monitor recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- A projection system to display the instructor's computer screen.

Software

- Microsoft® Office Professional Edition 2007
- Windows XP Professional with Service Pack 2

Class Setup

Initial Class Setup

1. Install Windows XP Professional on an empty partition.
 - Leave the Administrator password blank.
 - For all other installation parameters, use values that are appropriate for your environment (see your local network administrator if you need details).
2. On Windows XP Professional, disable the Welcome screen. (This step ensures that students will be able to log on as the Administrator user regardless of other user accounts existing on the computer.) Click Start and choose Control Panel→User Accounts. Click Change The Way Users Log On And Off. Uncheck Use Welcome Screen. Click Apply Options.
3. On Windows XP Professional, install Service Pack 2. Use the Service Pack installation defaults.
4. For Windows XP Professional, click Start and choose Printers And Faxes. Under Printer Tasks, click Add A Printer and follow the prompts.
5. Run the Internet Connection Wizard to set up the Internet connection as appropriate for your environment if you did not do so during installation.

6. Log on to the computer as the Administrator user if you have not already done so.
7. Perform a typical installation, accepting all defaults, of Microsoft Office Professional 2007.
8. Minimize the Language Bar if it appears.
9. Display known file type extensions.
 - a. Open Windows Explorer (right-click the Start button, and then select Explore).
 - b. Choose Tools→Folder Options.
 - c. On the View tab, in the Advanced Settings list box, uncheck Hide Extensions For Known File types.
 - d. Click Apply and then click OK.
 - e. Close Windows Explorer.
10. On the course CD-ROM, open the 084_380 folder. Then, open the Data folder. Run the 084380dd.exe self-extracting file located in it. This will install a folder named 084380Data on your C drive. This folder contains all the data files that you will use to complete this course.



Beta Version 2.0 of Microsoft® Office Professional 2007 has been used to perform the above setup.

Customize the Windows Desktop

Customize the Windows desktop to display the My Computer and My Network Places icons in the student and instructor systems by following the given steps:

1. Right-click the desktop and choose Properties.
2. Select the Desktop tab.
3. Click Customize Desktop.
4. In the Desktop Items dialog box, check My Computer and My Network Places.
5. Click OK and click Apply.
6. Close the Display Properties dialog box.

Before Every Class

1. Log on to the computer as the Administrator user.
2. Delete any existing data files from the C:\084380Data folder.
3. Extract a fresh copy of the course data files from the CD-ROM provided with the course manual.

LESSON 1

Exploring the Word Environment

Lesson Time

50 minutes to 60 minutes

Lesson Objectives:

In this lesson, you will explore the components of the results-oriented interface of the Word environment.

You will:

- Explore the various user interface elements.
- Work with the Ribbon.
- Work with contextual tabs to manipulate, edit, and format a document.
- Use galleries to apply design features from a set of existing options.
- Customize the Word environment.

Introduction

You have worked with different versions of Microsoft® Office Word to create, format, save, and print documents. Word 2007, with its new streamlined user interface and a host of new editing and layout tools, makes the authoring experience simpler and more efficient. With easily accessible tools and features that help you create and alter documents, Word 2007 is also used to edit, review, and share documents. In this lesson, you will explore the Word environment.

A traveller without a map or directions would only be making futile attempts to get to his destination. Document creation would prove to be just as tedious, if you were oblivious to the different commands, their locations, and purposes. To create desired results in your document, it therefore becomes necessary to master the environment first.

TOPIC A

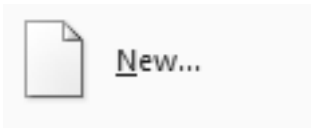
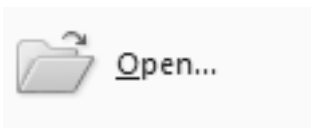
Explore the User Interface

As users of earlier versions of Microsoft Word, you have probably used its menus, toolbars, task panes, and dialog boxes. Office Word 2007 has broken away from this mold with its new, easy-to-use interface that ensures quick results by eliminating time spent on locating different commands. In this topic, you will explore the new features of Word 2007.

While working on new software, you could potentially waste a significant amount of time searching for specific options in the work environment. You can prevent this by familiarizing yourself with the user interface elements of the software. This will help you achieve the output that you are seeking when you eventually begin using the software.

The Microsoft Office Button

The *Microsoft Office button* displays a menu of features that can be used to work on a document as a whole. It provides options for opening, saving, printing, inspecting, sending, publishing, and closing documents.

Option	Description
	The New option opens the New Document dialog box from which you can select either a blank document, a new blog entry, or a blank template. You can also include a newly created template from your system, or browse for a format from an existing document. The New Document dialog box is also connected to Microsoft Office Online, from where you can select a featured template for a range of document types.
	The Open option opens existing documents residing in the system, regardless of the version in which they were created.

Option	Description
 S ave  S ave A s... ▶	The Save/Save As options save a document that you are working on as either a Word document, a Word macro-enabled document, a Word 97–2003 document, a Word template, a Word macro-enabled template, or a Word 97–2003 template.
 P rint... ▶	The Print option allows you to print documents. Before printing, you can either set your printing options, or send the document directly to the default printer. Additionally, you can preview the document. In the Preview window, you can manipulate the existing page setup, zoom in to fit the document in one or two pages, and shrink content into one page by reducing the font size.
 F inish ▶	The Finish option provides sub-options to check if a document is ready to be shared. Before sharing the document, you can view and edit document properties. You can also check documents for private information and comments that have to be removed, in addition to restricting or granting permission to users by verifying their log-in credentials. You can add a signature, and check if your document is compatible with earlier versions of Word. In addition, you can also mark the document as Final, so readers have access only to its read-only version.
 S end ▶	The Send option allows you to share your document either via email or fax.
 P ublish ▶	The Publish option allows you to share and collaborate on one or more documents in a Document Workspace. While sharing documents in a Workspace, users have to ensure that their local copy is synchronized with the copy that is being shared. Additionally, you can also create blog posts relating to content in your document.
 C lose	The Close option closes documents that are open. If the document hasn't been saved, the Microsoft Office Word message box will appear, enabling you to save your document with the latest changes.

LESSON 1

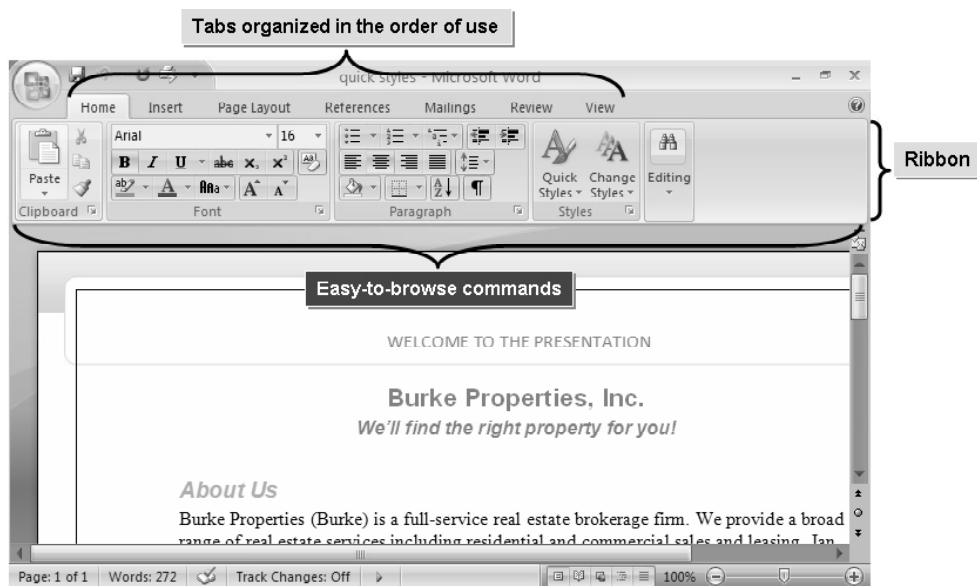
The Blog Feature

Word 2007 allows you to create *blog* posts using content available within a document. By clicking Blog on the Publish submenu of the Microsoft Office button, you can register for a blog. Word allows you to select your blog host from a drop-down list. You then enter account information such as your User Name and Password, in addition to specifying if you want options that allow you to upload pictures. Once you are registered, you can type in your post within Word. The Blog Post tab that appears can be accessed for the standard writing and formatting commands.

The Ribbon

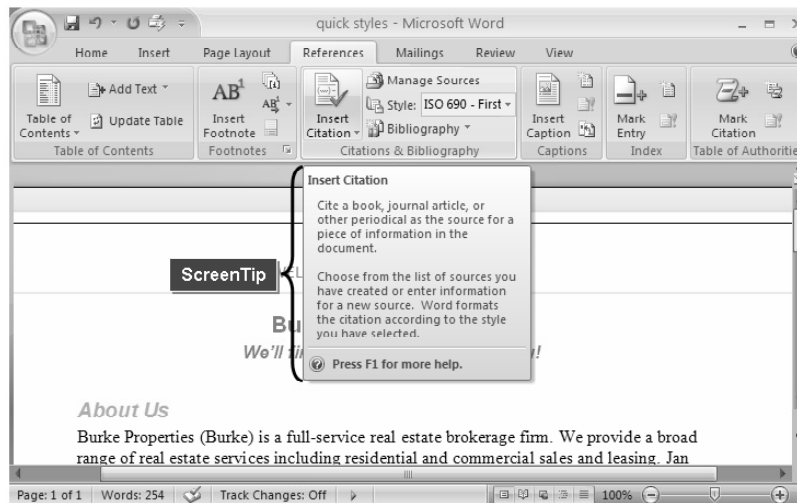
The *Ribbon* is a panel on the top portion of a Word document that contains a selection of easy-to-browse commands that you may need in order to work on a document. It has seven tabs that are organized in the order in which they will be used during document creation. Each of these tabs is divided into groups containing features designed to perform specific tasks during the authoring process.

The commands in the different groups are divided into large and small buttons. While the large buttons determine features that are commonly used, the smaller buttons represent minor features that are designed to work together to achieve a common result. You can hide the Ribbon by double-clicking any active tab.



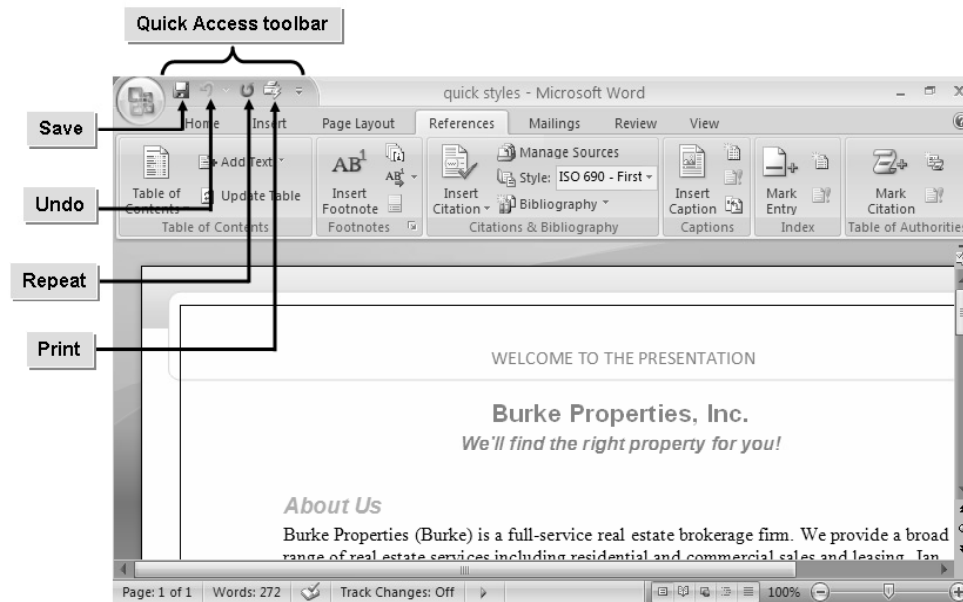
ScreenTips

A *ScreenTip* is a label that appears when the mouse pointer is placed over a tool. It contains a description of the task performed by the tool. It helps users identify the functionality of the features and commands that they are not familiar with. You can customize a ScreenTip on the Personalize tab of the Word Options dialog box by selecting either of the three available options: Show Enhanced ScreenTips, Don't Show Enhanced ScreenTips, and Don't Show ScreenTips.



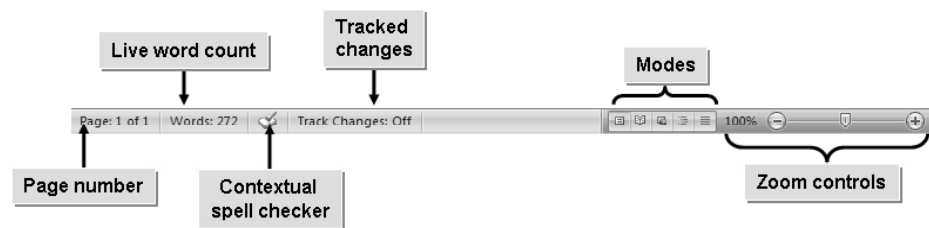
The Quick Access Toolbar

By default, the *Quick Access toolbar* is displayed at the top of the window, above the Ribbon. It provides easy access to core commands such as Save, Undo, Repeat, and Print. You can also customize it to include other commands using the Customization tab in the Word Options dialog box or by right-clicking the command in the ribbon and choosing Add To Quick Access Toolbar. Additionally, you can click Customize Quick Access Toolbar to move the Quick Access toolbar below the Ribbon. The commands in the Quick Access toolbar are available no matter which primary tab is displayed.



The Microsoft Office Window Frame

The *Microsoft Office Window Frame*, located at the bottom of the application window, displays, in a well-organized manner, a number of tasks relating to document functionality.



Option	Description
Page Number	Displays the page number of the document that you are currently working on.
Live Word Count	Displays the word count in a document as you are typing in it.
Contextual Spell Checker	Checks for proofing errors in a document. A red checked sign denotes the presence of errors that have to be corrected in the document.
Tracked Changes Off/On	Switches on or switches off the track changes mode, while reviewing or editing documents.
Modes	Displays documents as they will appear when printed, or in a web page. You can also view its outline for an overview of the available content.
Zoom Controls	Enables you to navigate to specific portions of the document that you might want to work on. It also enables you to view several pages at once, to get an overall perspective of the layout.

How to Explore the User Interface

Procedure Reference: Explore the Word Environment

To explore the Word environment:

1. Choose Start→All Programs→Microsoft Office→Microsoft Office Word 2007 (Beta) to launch the Word application.
2. Examine the various user interface elements.
 - At the top-left corner of the window, click the Microsoft Office button to view the various options present in the menu.
 - On the Ribbon, click each tab to view the groups and command buttons available on it.
 - On the Quick Access toolbar, position the mouse pointer over the various tools to view a description of them.
 - At the bottom of the window, move the mouse pointer over the various controls present in the Microsoft Office Window Frame to view the ScreenTips.

- If necessary, click the Zoom Out or Zoom In button to decrease or increase the zoom value by 10%.
3. If necessary, close the Word document.
- Click the Microsoft Office button and choose Close to close the current document.
 - Or, in the top-right corner of the window, click the Close button to close the application.

ACTIVITY 1-1

Exploring the User Interface Elements in the Word Environment

Scenario:

Your company just purchased and installed the Microsoft Office 2007 package. As you will be working on Word frequently, you decide to spend some time exploring the new user interface elements of the Word environment.

What You Do	How You Do It
1. Examine the various user interface elements.	a. In Word, click the Microsoft Office button to observe the various options available in the menu. b. Click anywhere in the document to close the menu. c. Select the Insert tab. d. Notice the various groups available on the Insert tab. e. At the bottom of the Microsoft Office Window Frame, move the mouse pointer over the Print Layout mode button  to view the ScreenTip. f. On the Microsoft Office Window Frame, click the Zoom In button  to increase the zoom value by 10%. g. Notice the default buttons present in the Quick Access toolbar located at the top of the window. Move the mouse pointer over the Save button  to view the description.

2. Close the Word document.
- a. Click the Microsoft Office button.

b. Choose Close to close the Word document.

TOPIC B

Work With the Ribbon

Now that you have explored the user interface elements, you may need to start working on a document. Before you do so, you have to identify the location of commands that you may require to perform a task. In this topic, you will work with the Ribbon.

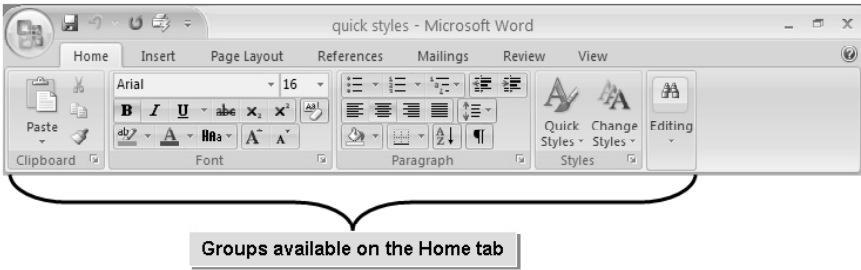
As a Word user, you may have noticed that there are several commands that are required to perform a particular task. It would be nice if those task-oriented commands were all available in a single location and could be accessed by a single click of a button, rather than having to be accessed from different menus and submenus. The Ribbon provides you with the functionality to allow you to get work done in less time.

Ribbon Tabs

The Ribbon organizes commands on different tabs. Each tab is divided into logical groups that contain sets of commands. These groups represent a collection of features designed to perform a specific set of tasks based on the priority and hierarchy of tasks.

The Home Tab

The Home tab contains the standard writing and formatting commands.

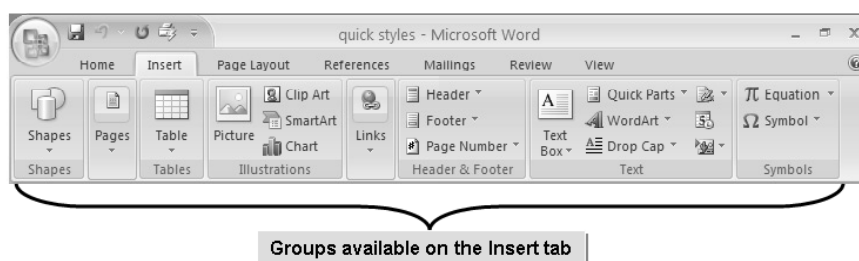


Group	Used to
Clipboard	Cut, copy, and paste content from one document to another. In addition, you can also copy text formatting within or between documents.
Font	Make typographic specifications such as font style, size, color, and casing. You can also create subscripts and superscripts, in addition to removing formatting for selected text.

Group	Used to
Paragraph	Align paragraphs, include bullets, create multi-level lists, increase or decrease indent, and specify spacing between lines. You can also color the background of selected text or paragraphs, and create borders.
Style	Format specific text within the document by using options available in the Styles gallery. You can also change existing styles used within a document.
Editing	Find and replace specific words or phrases within a document.

The Insert Tab

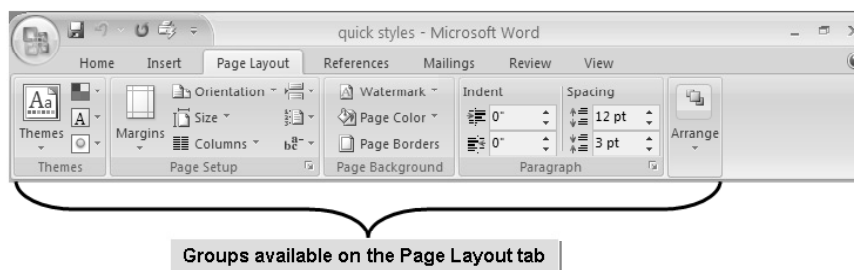
The Insert tab enables quick access to different object types such as charts, tables, or pictures that can be added to a document.



Group	Used to insert
Shapes	Basic shapes, lines, arrows, flowcharts, callouts, stars, and banners in a document.
Pages	A cover page in a document, or a blank page between specific pages in an existing document. Additionally, it can be used to insert page breaks in a document.
Tables	A table in the document either by specifying the number of rows and columns, or by drawing it.
Illustrations	A picture, ClipArt, SmartArt, or chart in a document.
Links	Hyperlinks from a document to a web page, or to create bookmarks that assign a name to a specific point in a document. It can also be used to create references to items in a document.
Header & Footer	Header and footer information that will appear in all the pages of a document. Additionally, you can insert page numbers in a document.
Text	Text boxes. You can type text within these text boxes, and place them as desired within the document. You can also insert reusable bits of content and WordArt in the document. In addition, you can insert a signature line, the current date and time, and object.
Symbols	Mathematical equations using a library of symbols. You can also insert symbols from an existing gallery.

The Page Layout Tab

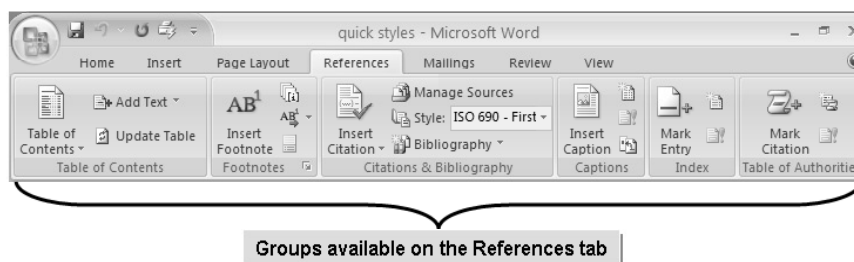
The Page Layout tab is used to format pages within a document and enables you to ensure that all the pages within a single document have the same look and feel.



Group	Used to
Themes	Apply various themes, in addition to creating custom themes for a document.
Page Setup	Format pages by specifying margins, paper size, number of columns, page breaks, and line numbers.
Page Background	Insert watermarks from an existing gallery, or by selecting an image or text you want to use. You can also change the existing page color, and make changes to the page borders.
Paragraph	Format paragraphs by indenting them. You can also specify the spacing before and after paragraphs.
Arrange	Position text and graphics in coordination with each other in a document. It enables you to wrap text around images, or position images behind or in front of text. You can also align and group objects so that they can be treated as one.

The References Tab

The References tab is used to create references to content in a document to ensure that the document is more user friendly.

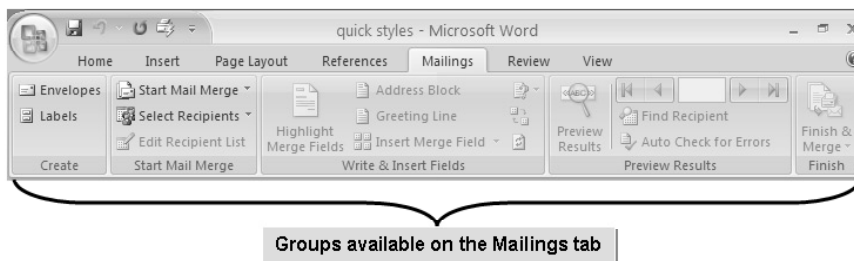


Group	Used to
Table Of Contents	Add a table of contents to a document. Once added, you can include entries within the table, and update it whenever needed.
Footnotes	Insert footnotes and endnotes in a document, wherever needed.

Group	Used to
Citations & Bibliography	Include references to any legal source, either in the form of citations through a document, or a bibliography at the end of the document.
Captions	Insert captions to an image used within a document. You can insert a table of figures, or create a reference to an item in a document.
Index	Mark an entry in the document as an index entry, and to insert an index for a document.
Table Of Authorities	Create a table of authorities by marking a citation as an entry for it.

The Mailings Tab

The Mailings tab is used to create and send emails.

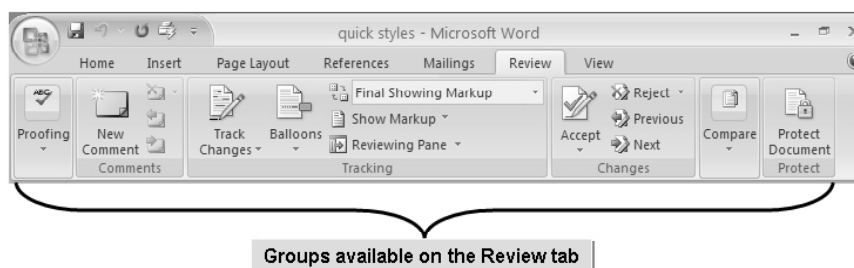


Group	Used to
Create	Add addresses to envelopes and labels with the name of the recipient.
Start Mail Merge	Start a mail merge to create a form letter that you may print or email multiple times. You can specify the recipients from an existing list, or create a new list of addresses.
Write & Insert Fields	Create letters or email messages by selecting from a list of existing commands. You can include a greeting line, and the address block of the recipient.
Preview Results	Replace the merge fields with actual data from your recipient list, so you know what the document looks like. You can also check for errors.
Finish	Complete the mail merge process by creating separate copies of a letter. While one copy can be sent directly to the printer, the other copy can be sent via email.

The Review Tab

The Review tab provides various options that enable you to review and edit the content in a document.

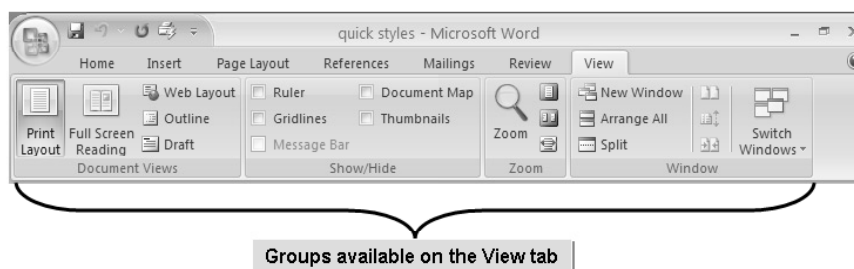
LESSON 1



Group	Used to
Proofing	Check, modify, and enhance the textual content in a document with features such as Spelling, Research, and Thesaurus.
Comments	Add or delete comments that appear next to selected text.
Tracking	Track all changes made to a document. You can also use balloons in margins to show revisions instead of formatting marks within a document. If you want to see the changes made to a document, you can access the Reviewing Pane.
Changes	Accept or reject all changes made to a document, if the changes are in tracked changes.
Compare	Combine and compare different versions of a document so you are aware of where changes were to the original document.
Protect	Impose editing restrictions on a document to keep content secure.

The View Tab

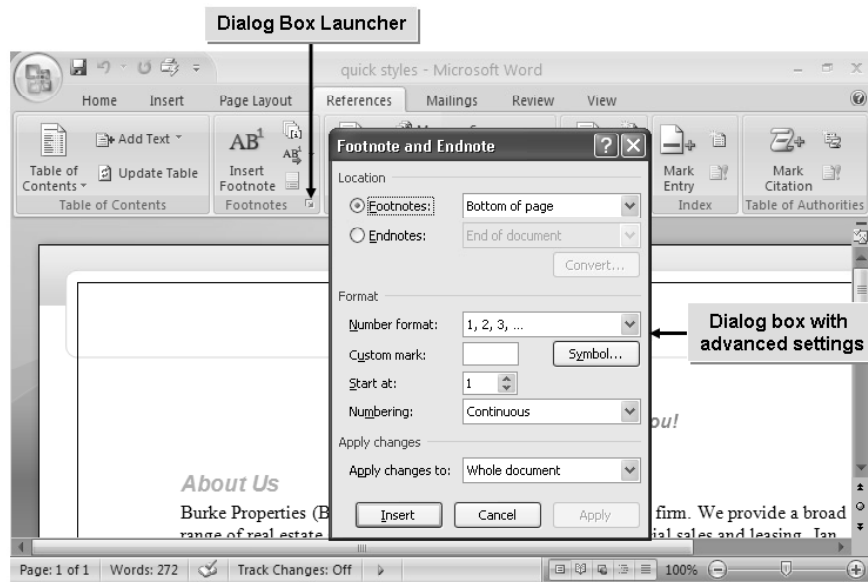
The View tab provides various options that enable you to switch between different document views.



Group	Used to
Document Views	Switch between different document views such as Print Layout, Full Screen Reading, Web Layout, Outline, and Draft.
Show/Hide	Show or hide ruler, gridlines, properties, document map, and thumbnails.
Zoom	Choose the zoom percentage when working on document pages.
Window	Arrange windows as per individual requirements.

Dialog Box Launchers

Dialog Box Launchers are small arrow buttons occupying the bottom-right corner of certain groups in the Ribbon. They launch dialog boxes or task panes with commands specific to the features found in that group. These commands are used to specify advanced settings and are not available in the Ribbon.



How to Work with the Ribbon

Procedure Reference: Work with the Tabs and Command Buttons in the Ribbon

To work with the tabs and command buttons in the Ribbon:

1. Open a Word document.
 - Click the Microsoft Office button and choose Open, navigate to the location of a pre-existing Word document, select the file, and click Open.
 - Click the Microsoft Office button and choose New, verify Blank Document is selected in the New Blank section of the New Document dialog box, and click Create to open a new blank Word document.
2. If necessary, select the content that will be modified.
 - Place the insertion point at the beginning of the content that is to be selected, hold down Shift, and click at the end of that content to select only a portion of the content.
 - Select all of the content in the document by clicking Select and choosing Select All in the Editing group of the Home tab.
 - Or, press Ctrl+A.
3. Select the tab with the command required to modify the document.
4. Click the appropriate command button to perform the necessary task.
5. If necessary, use the Dialog Box Launcher to specify advanced settings.
6. Save the document.

7. If necessary, close the document.

ACTIVITY 1-2

Changing the Page Border and Spacing Using the Ribbon

Data Files:

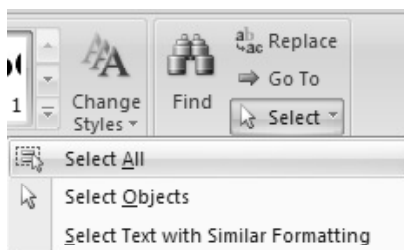
- about us.docx

Scenario:

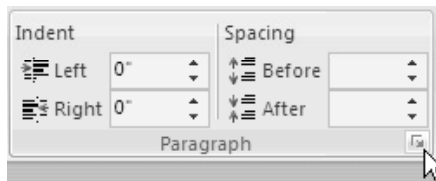
As the marketing assistant for Burke Properties, you have been asked to give a write up of your company that is to be published in a biweekly periodical. Now, that you have completed work on the content, you want to make the document look professional by adding a page border and maintaining consistent spacing throughout the document.

What You Do	How You Do It
1. Open the about us.docx file.	a. Click the Microsoft Office button and choose Open. b. In the Open dialog box, navigate to the C:\084380Data\User Interface\Activity 2\Starter folder. c. Select the about us.docx file and click Open.
2. Apply a page border.	a. In the Ribbon, select the Page Layout tab. b. In the Page Background group, click Page Borders. c. In the Borders And Shading dialog box, on the Page Border tab, in the Setting section, select Box. d. Click OK. e. Notice that a border is displayed around the page.
3. Set the Line Spacing.	a. Select the Home tab.

- b. In the Editing group, click **Select** and choose **Select All** to select all the content in the document.



- c. Select the **Page Layout** tab.
- d. In the Paragraph group, click the **Dialog Box Launcher** button to display the Paragraph dialog box.



- e. In the Spacing section, from the Line Spacing drop-down list, **select 1.5 Lines**.
- f. Click **OK**.
- g. Notice the change in the line spacing.

4. Save and close the document.

- a. Click the **Microsoft Office** button and choose **Save As**.
- b. In the Save As dialog box, in the File Name text box, **type *My about us*** and click **Save**.
- c. Click the **Microsoft Office** button and choose **Close**.

TOPIC C

Work with Contextual Tabs

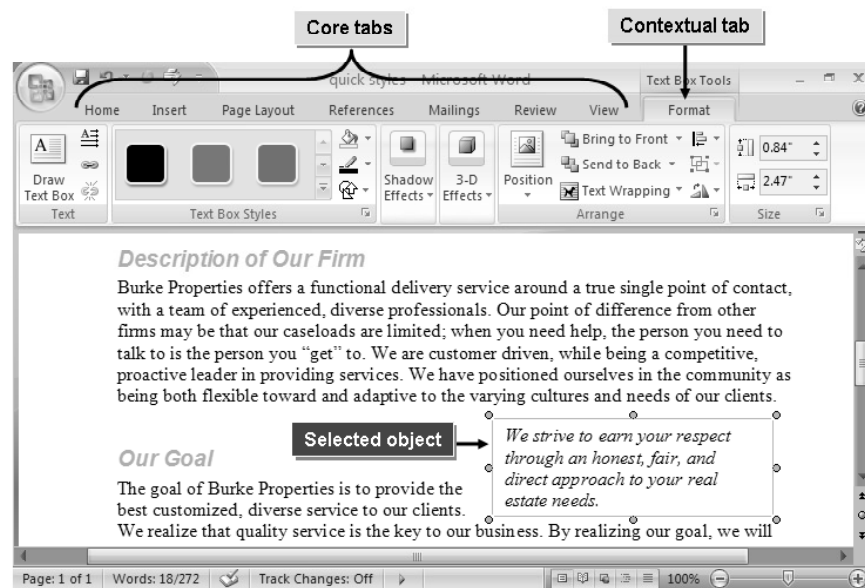
You have performed specific tasks using the commands found on the different tabs on the Ribbon. In the course of your work, you may have observed that options required to format and modify some objects such as charts and pictures are not found on the Ribbon. In this topic, you will work with contextual tabs.

Walking into a library that hasn't categorized books by subject would make the process of finding a specific book difficult. Similarly, the amount of user-friendly commands found in Word 2007 could be intimidating, if they weren't made available depending on context and need.

Contextual Tabs

Contextual tabs are tabs with specialized commands that are displayed when the object that they operate on, such as a table, picture, or drawing, is selected. They are displayed along with the core tabs on the Ribbon and are used to modify and format the selected object.

You can switch between the core tabs and the contextual tabs as and when needed. However, when you deselect the object, the contextual tabs disappear.



 Core tabs are those tabs that are present on the Ribbon by default.

Types of Contextual Tabs

There are three types of contextual tabs: Format, Design, and Layout. One or more of these three contextual tabs appear when an object is selected or inserted within a document.

Contextual tab	Description
Format	Appears when you insert or select pictures, text boxes, shapes, charts, WordArt, SmartArt graphics, and ClipArt within a document. The commands within this tab can be used to format the object selected. You can change the object style, modify its color, or change its position in the document.
Design	Appears when you insert or select tables, charts, equations, SmartArt graphics, and headers or footers within a document. The commands within this tab can be used to make design changes, such as the style in which the object is presented within the document.
Layout	Appears when you insert or select tables and charts within a document. The commands within this tab can be used to change the layout of the existing chart or table, by merging, splitting, or inserting rows, in addition to changing the layout of charts. Using this tab, you can also modify alignment of text within the object.

Objects Displaying Contextual Tabs

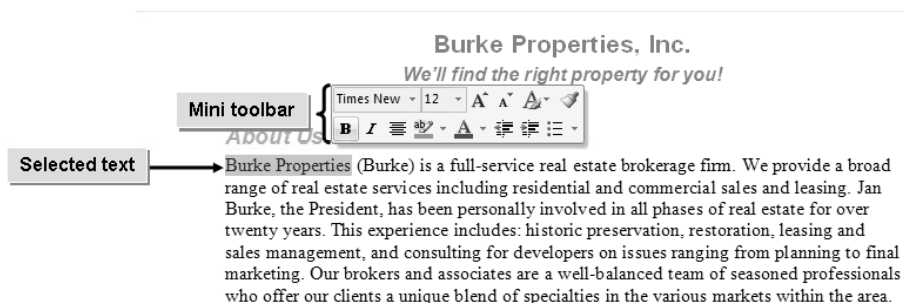
The commands in the contextual tabs vary, based on the objects inserted in or selected within a document.

Object	Description
Table	Adds the Design and Layout tabs to the Ribbon. The commands within these contextual tabs can be used to select the desired table style, modify an existing style, add colors, and create borders. In addition, you can change the layout of a table by merging cells, making insertions and deletions, changing cell sizes and alignment, and converting data in a table to plain text.
Pictures	Adds the Format tab to the Ribbon. Using this tab, you can make formatting changes to images by increasing or decreasing the brightness and contrast. You can also change the picture style by making a selection from a gallery, or by giving the image different effects. As with any picture editing tool, you can remove unwanted portions of an image. You can also give images an outline and arrange them in coordination with other images. Finally, you can compress the image to reduce its file size.
Text Boxes	Adds the Format tab to the Ribbon. The commands on this tab can be used to specify the direction of text in the text box. You can also select an existing text box style and give it shadow and 3D effects. Additionally, you can specify its size and position in a document.
Shapes	Adds the Format tab to the Ribbon. Using this contextual tab, you can include more shapes if needed and give them color and effects, in addition to altering their style. You can also give them shadow and 3-D effects before positioning them in the most appropriate location in a document.

Object	Description
Charts	Adds all three contextual tabs to the Ribbon. The Design tab can be used to change the chart type and save a newly created template, if any. You can also pick an existing chart style and layout in addition to editing the source data. The Layout tab can be used to include pictures and shapes, if needed. Using this tab, you can also add chart elements such as titles, labels, gridlines, and axes, among others. The Format tab can be used to change the fill and outline color, select WordArt styles, reduce or increase chart sizes, and arrange charts in documents with text.
WordArt	Adds the Format tab to the Ribbon. Using this contextual tab, you can edit existing WordArt text, increase or decrease spacing between words, pick alternate styles, give it effects, and position it in a Word document.
Equations	Adds the Design tab to the Ribbon. Using this contextual tab, you can pick from a gallery of existing equations, or manually enter your own equations, using symbols available in the group. You can also add mathematical structures such as fractions and other operators from their respective galleries.
SmartArt	Adds the Design and Format tabs to the Ribbon. You use the Design tab to decide on the layout of the diagram, its construction, and style. You can even add shapes to existing diagrams. Using the Format tab, you can insert shapes, or pick from existing quick styles. In addition to changing the fill and outline color, you can change the WordArt style. You can also increase or decrease image size within the document, and change its position.
Headers/Footers	Adds the Design tab to the Ribbon. Using this contextual tab, you can customize the header and footer section by selecting header and footer styles from their respective galleries. You can also add details such as date, time, page numbers, and images, among others. You can align them, and position them in select pages as desired. Within this tab, you can also switch between headers and footers to make modifications to the elements within them.
ClipArt	Adds the Format tab to the Ribbon. Using this tab, you can increase or decrease the brightness, contrast, and color of the image. You can also change the picture or compress it to reduce the file size. In addition, you can give the picture a specific style from the available Styles gallery. You can position the object as desired by ensuring that text wraps around it. Unwanted portions of the image can also be cropped.

The Mini Toolbar

The *Mini toolbar* contains the commonly used commands for formatting text and paragraphs. It appears above selected text. Users can use one or more of the available commands, without having to move to the main toolbar. The Mini toolbar disappears when the user moves the mouse pointer away from it.



How to Work With Contextual Tabs

Procedure Reference: Format Text Using the Mini Toolbar

To format text using the Mini toolbar:

1. Open a Word document.
2. Select the text that needs to be formatted and to display the Mini toolbar.
3. Move the mouse pointer over the transparent Mini toolbar to make it visible.
4. On the Mini toolbar, click the appropriate command button to format the selected object.
5. Save and close the document.

Procedure Reference: Format an Object Using Contextual Tabs

To format an object using contextual tabs:

1. Open a Word document.
2. Select the object that needs to be formatted.
3. The contextual tab is displayed. Select the desired command to format the object.
4. If necessary, select a core tab and click a command to perform any additional task.
5. If necessary, deselect the object so that the contextual tab disappears.
6. Save and close the document.

ACTIVITY 1-3

Inserting a Header Using Contextual Tabs

Data Files:

- tabs.docx

Before You Begin:

Navigate to the C:\084380Data\User Interface\Activity 3\Starter folder and open the tabs.docx file.

Scenario:

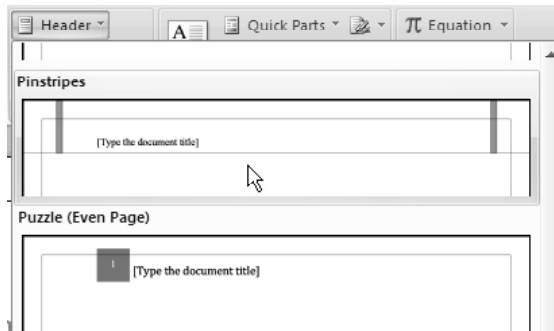
With the page border and consistent line spacing applied, the document looks quite formal. You are now ready to hand off the document to your manager for his approval. As you do a final check, you realize that you have not added a header to the document.

What You Do

How You Do It

1. Insert a header.

- a. Select the Insert tab.
- b. In the Header & Footer group, click **Header** to view the Header gallery.
- c. In the gallery, select **Pinstripes**.



- d. Notice that a header is inserted in the document and the **Design** contextual tab appears on the Ribbon.
- e. In the header section, select the **About Us** text.
- f. Notice that the **Format** contextual tab appears on the Ribbon.
- g. Notice that the Mini toolbar displays next to the **About Us** text.
- h. Move the mouse pointer over the transparent Mini toolbar to make it visible.
- i. On the Mini toolbar, click the **Align Center** button.
- j. Type **WELCOME TO THE PRESENTATION**

LESSON 1

2. Format the header using the Format contextual tab.
 - a. Select the Format tab.
 - b. In the Text Box Styles group, click **Shape Outline** to view the gallery.
 - c. In the gallery, in the Standard Colors section, click the **seventh color** to select light blue.
 - d. Notice that the header outline has changed to light blue.
 - e. In the Text Box Styles group, click the **Dialog Box Launcher** button.
 - f. In the Format AutoShape dialog box, in the Fill section, from the Color drop-down list, in the Standard Colors section, click the **seventh color** to select light blue.
 - g. Click OK.
 - h. Notice that the fill color of the header changes to light blue.
 - i. Switch to the Design contextual tab and in the Close group, click **Close Header And Footer** to close the contextual tabs.

 3. Save and close the document.
 - a. Click the Microsoft Office button and choose **Save As**.
 - b. In the Save As dialog box, in the File Name text box, type **My tabs** and click **Save**.
 - c. Click the Microsoft Office button and choose **Close**.
-
-

TOPIC D

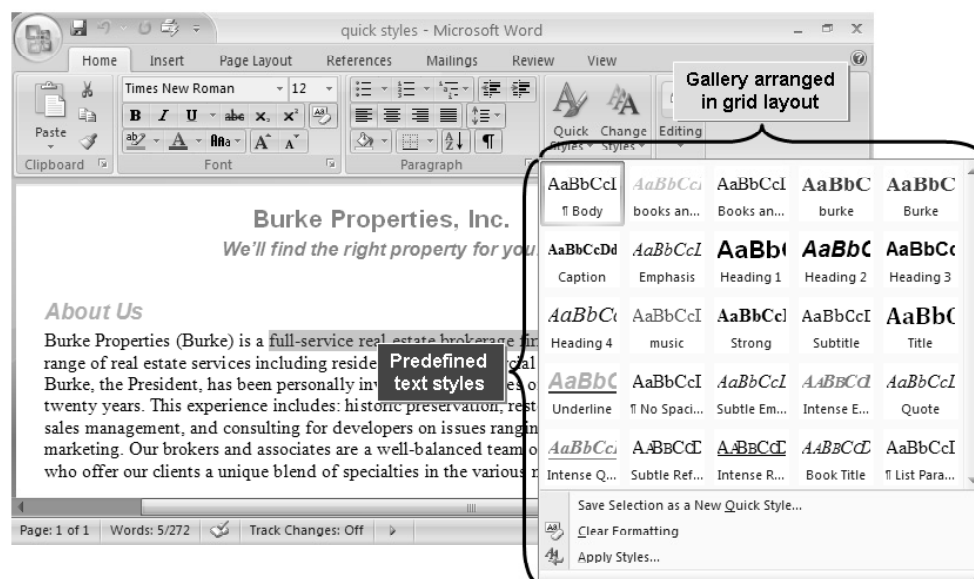
Use the Word Galleries

You have used the commands found in contextual tabs to format and modify objects such as charts and pictures. Now, you want to enhance your documents by applying graphic or text styles. In this topic, you will use galleries to experiment with and apply styles to get the desired results.

Suppose you need to complete a document with the right color scheme, text styles, and graphic alignment. It would be tedious to adjust different parameters on a trial and error basis to come up with the desired results. Instead, what if you were provided with options where all of these tasks had been performed and you just had to click once to achieve the desired result? And what if you had the added advantage of viewing the end result before actually clicking the option? Galleries and Live Preview work together to provide you with such an advantage.

Galleries

Galleries are libraries that list the varying outcomes of using certain commands found within the Ribbon. They support several layouts by putting together a variety of predefined text styles, table formats, or graphical effects. Some of these effects can also be customized. Galleries are arranged either in a grid or menu-like layout.

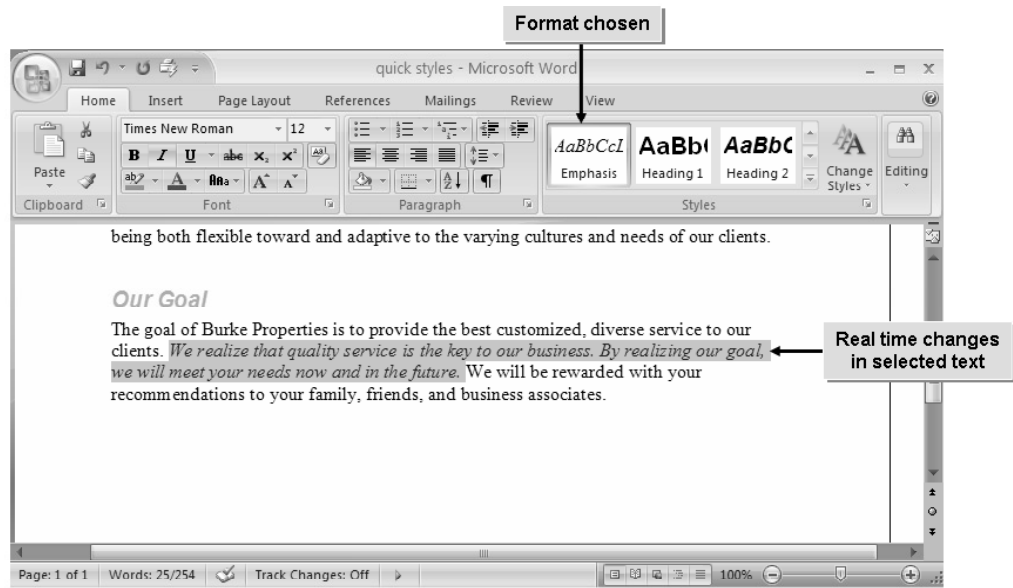


Live Preview

Some galleries support *Live Preview*, a feature that enables you to view the results of applying design and formatting changes to a document, without actually applying them. These changes are displayed in real time, as soon as you move the mouse pointer over the available options in a gallery.

LESSON 1

Live Preview quickens the process of creating the desired page layout by making it easier to experiment with different options before deciding on one that suits your needs.



How to Use Galleries

Procedure Reference: Work with Galleries

To work with galleries:

1. Open a Word document.
2. If necessary, select the content to be worked on.
3. On a tab in the ribbon, click a command button that contains a gallery so that you can view the various options available in the gallery.
4. For the galleries that have Live Preview enabled, navigate through the options to see their effect.
5. Select the option that provides the desired result.
6. Save and close the document.

ACTIVITY 1-4

Formatting a Document Using Galleries

Data Files:

- galleries.docx

Before You Begin:

Navigate to the C:\084380Data\User Interface\Activity 4\Starter folder and open the galleries.docx file.

Scenario:

You have spent a considerable amount of time formatting the document that you are preparing for the biweekly periodical. But still your document looks quite ordinary. This could be because all the text in the document looks the same, and so the content seems to blend together. You decide that changing the font color for the titles and subtitles would divide the document into more readable and memorable paragraphs.

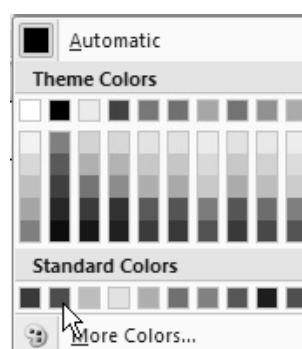
LESSON 1

What You Do

1. Change the color of the document title to light blue.

How You Do It

- a. Shift-click after the text **We'll find the right property for you!**
- b. On the Home tab, in the Font group, click the **Font Color** drop-down arrow.
- c. Notice that the **Font Color** gallery is displayed.
- d. In the Standard Colors section, **position the mouse pointer over the second color** to preview the effect of the color on the selected text.



- e. In the Standard Colors section, **click the seventh color** to select light blue.
- f. **Click away from the title** to view the change.

2. Change the font color of the subtitle **About Us** to light green.

- a. **Click before the text About**, and Shift-click after the text **Us**.
- b. On the Home tab, in the Font group, click the **Font Color** drop-down arrow to view the gallery.
- c. In the Standard Colors section, **click the fifth color** to select light green.
- d. **Click away from the subtitle** to view the change.

3. Apply light green to the other subtitles.
 - a. Click before the text **Description**, and Shift-click after the text **Firm**.
 - b. In the Font group, click the **Font Color** button.
 - c. Click away from the subtitle to view the change.
 - d. Similarly, scroll down the page and change the font color of the subtitle **Our Goal** to light green.
-
4. Save and close the document.
 - a. Click the Microsoft Office button and choose **Save As**.
 - b. In the Save As dialog box, in the File Name text box, type **My galleries** and click **Save**.
 - c. Click the Microsoft Office button and choose **Close**.
-

TOPIC E

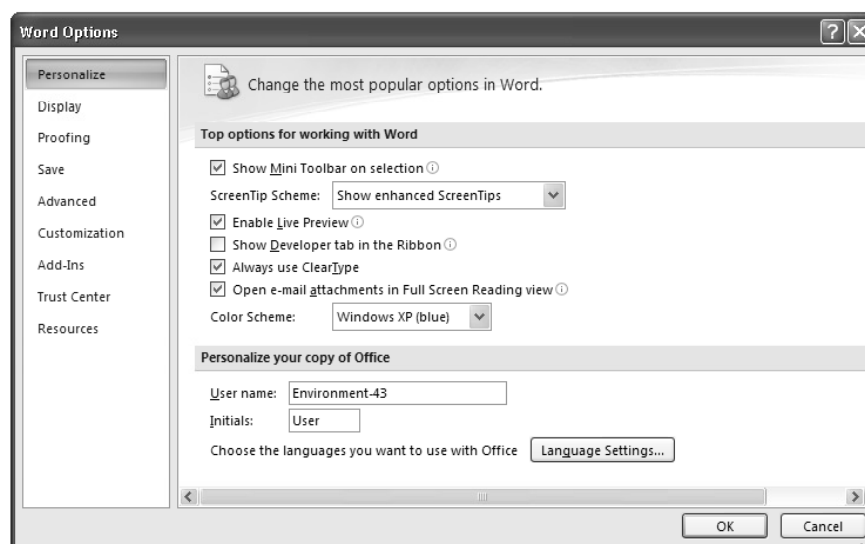
Customize the Word Interface

You have explored the Word 2007 user interface elements. You now need to personalize the Word environment to suit your requirements. In this topic, you will customize the Word environment.

When you start working with new software, the interface may not contain all the options that you require or it may be cluttered with options that you may not require at all. This will slow you down and make working a cumbersome process. By customizing the environment, you will be able to display only those options that you need for your current workflow.

The Word Options Dialog Box

The *Word Options dialog box* contains a series of tabs, each of which contains commands required to customize the environment.



Tab	Description
Personalize	Personalizes Word options. Allows you to enable the Live Preview feature, in addition to including the Mini toolbar. You can opt to add feature descriptions to ScreenTips. You can further personalize your work environment by changing the language settings, color scheme, and the user name.
Display	Changes how content is displayed on screen and in the printed mode. You can opt to show or hide certain page elements such as white space, document tooltips, and formatting marks such as spaces, hidden text, hyphens, and anchors. You can also specify printing options to display hidden text, background colors and images, and document properties, among others.
Proofing	Specifies how Word should correct and format text that you type. You can set auto correction settings and ensure that Word corrects all spelling and grammatical errors. You can also ensure that Word ignores certain words or errors in certain documents.
Save	Customizes how documents are saved. Depending on how often you want to save backup information for your documents, you can specify how frequently a document will be auto saved. You can also change the locations in which these drafts will be saved. The Save tab enables offline editing options for documents in the document management server.
Advanced	Provides advanced options needed to work with Word. You can specify options for editing, copying, pasting, displaying, printing, saving, and writing content. You can also specify compatibility options for documents.
Customization	Customizes the Quick Access toolbar. Using this tab, you can select those commands that you want added to the Quick Access toolbar. You can also opt to position the Quick Access toolbar below the Ribbon. This tab can be used to customize keyboard shortcuts as well.

Tab	Description
Add-Ins	Manages Office add-ins, if you are using extensions to enhance Office applications. Add-ins extend the capabilities of a function. Many of these add-ins are installed with Office 2007. The Add-Ins tab in the Word Options dialog box displays active and inactive application extensions.
Trust Center	Keeps the system and documents in it safe. Using the Advanced Trust Center Settings button on this tab, you can set the security measures needed to keep a document secure.
Resources	Allows communication with Microsoft for support, updates, or on how to repair problems in Office applications.

How to Customize the Word Environment

Procedure Reference: Customize the Quick Access Toolbar

To customize the Quick Access toolbar:

1. Display the Word Options dialog box.
 - Click the Microsoft Office button and click Word Options.
 - Or, from the Customize Quick Access Toolbar drop-down list, select Customize Quick Access Toolbar.
2. Click Customization.
3. In the Choose Commands From section, from the drop-down list, select the category from which the command is to be added.
4. In the list box, select the command to be added.
5. Click Add to add the command to the Quick Access toolbar.
6. Click OK to close the Word Options dialog box.

Procedure Reference: Reposition the Quick Access Toolbar Using the Word Options Dialog Box

To reposition the Quick Access toolbar using the Word Options dialog box:

1. Display the Word Options dialog box.
2. If necessary, click Customization.
3. Check or uncheck the Place Quick Access Toolbar Below The Ribbon check box to place the Quick Access toolbar below or above the Ribbon.
4. Click OK to close the Word Options dialog box.

Procedure Reference: Add a Command Button From the Ribbon to the Quick Access Toolbar

To add a command button from the Ribbon to the Quick Access toolbar:

1. Click the tab that has the desired command.
2. Right-click the command and choose Add To Quick Access Toolbar.

Procedure Reference: Add a Group to the Quick Access Toolbar

To add a group to the Quick Access toolbar:

1. Click the tab that has the desired group.
2. Right-click the group name and choose Add To Quick Access Toolbar.
3. On the Quick Access toolbar, click the group to verify if all the commands have been added.

Procedure Reference: Customize the Microsoft Office Window Frame

To customize the Microsoft Office Window Frame:

1. Launch the Word application.
2. Right-click in the Microsoft Office Window Frame.
3. Choose the required options.
4. Click away from the menu to close it.

Minimizing the Ribbon

The Ribbon consists of task-oriented groups and commands. You cannot delete or replace the Ribbon. But you can minimize it, so that you will have more space available in your work area. To minimize the Ribbon, you can either double-click the active tab or press Ctrl+F1. To restore the Ribbon, click the tab you want to restore.

ACTIVITY 1-5

Adding Commands to the Quick Access Toolbar

Setup:

Open a new blank Word document.

Scenario:

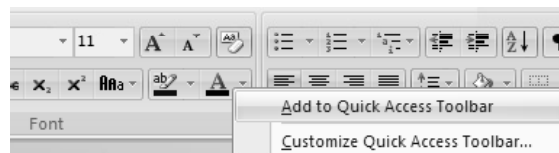
As you work with Word, you realize that it would be helpful if you had the commands that you would be using frequently in the course of your work, such as Exit, Font Color, and those in the Paragraph group, present in the environment by default.

What You Do	How You Do It
1. Add the Exit command to the Quick Access toolbar.	- Click the Microsoft Office button and click Word Options. - If necessary, in the Word Options dialog box, click Customization. - In the Choose Commands From section, in the list box, select Exit. - Click Add to add the Exit command to the Quick Access toolbar. - Click OK to close the Word Options dialog box. - Notice that the Exit command is added to the Quick Access toolbar.

LESSON 1

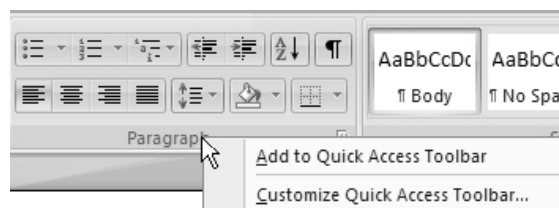
2. Add the Font Color command and the Paragraph group to the Quick Access toolbar.

- a. On the Home tab, in the Font group, right-click the Font Color button and choose Add To Quick Access Toolbar.



- b. Notice that the Font Color command is added to the Quick Access toolbar.

- c. On the Home tab, right-click the Paragraph group name and choose Add To Quick Access Toolbar to add the Paragraph group to the Quick Access toolbar.



- d. On the Quick Access toolbar, click the Paragraph command to verify that all the commands in the Paragraph group have been added.
 - e. Click the Paragraph command to close the Paragraph group.
-

ACTIVITY 1-6

Customizing the Microsoft Office Window Frame

Setup:

The Word application is open with a blank document displayed.

Scenario:

In addition to the default information available, such as the page number and word count of the document, you want information pertaining to the section, column, and line number that you are currently working on to be displayed on the Microsoft Office Window Frame. You also realize that the zoom controls aren't necessary at this time.

What You Do	How You Do It																		
1. Customize the Microsoft Office Window Frame.	a. Right-click anywhere in the Microsoft Office Window Frame to view the menu options. b. Choose Section. c. Notice that a check mark appears near Section denoting that Section has been selected and added to the Microsoft Office Window Frame. Status Bar Configuration <table><tr><td>☐</td><td>Formatted Page Number</td><td>1</td></tr><tr><td>☒</td><td>Section</td><td>1</td></tr><tr><td>☒</td><td>Page Number</td><td>1 of 1</td></tr><tr><td>☐</td><td>Vertical Page Position</td><td>1"</td></tr><tr><td>☐</td><td>Line Number</td><td>1</td></tr><tr><td>☐</td><td>Column</td><td>1</td></tr></table>	☐	Formatted Page Number	1	☒	Section	1	☒	Page Number	1 of 1	☐	Vertical Page Position	1"	☐	Line Number	1	☐	Column	1
☐	Formatted Page Number	1																	
☒	Section	1																	
☒	Page Number	1 of 1																	
☐	Vertical Page Position	1"																	
☐	Line Number	1																	
☐	Column	1																	
	d. Choose Line Number and Column to add them to the Microsoft Office Window Frame. e. Choose Zoom Slider to remove it from the Microsoft Office Window Frame. f. Click away from the menu to close the menu options.																		

LESSON 1

2. Which tab in the Word Options dialog box specifies how Word should correct the text that you type?
 - a) Proofing
 - b) Save
 - c) Display
 - d) Personalize

 3. True or False? You can place the Quick Access toolbar below the Ribbon using the Word Options dialog box.
☐ True
☐ False

 4. Close the Word document without saving it.
 - a. Click the Microsoft Office button and choose Close.
 - b. If necessary, in the Microsoft Office Word dialog box, click No.
-
-

Lesson 1 Follow-up

In this lesson, you explored the Word 2007 user interface. You also worked on the different tabs of the Ribbon, and used galleries to experiment with different styles and formatting options before settling on one. Based on the objects inserted in the document, you then used the contextual tabs. Finally, you customized the Word environment to ensure that you have easier access to all the commonly used tools.

1. Of all the new features available in Word 2007, which will help you the most as you create documents? Why?
2. Compared to how you currently author content in Word, how will the features presented in this lesson help you work more efficiently?

LESSON 2

Creating Professional-Looking Documents

Lesson Time
*50 minutes to 60
minutes*

Lesson Objectives:

In this lesson, you will use the tools available in Word 2007 to create professional-looking documents.

You will:

- Apply quick styles to format documents.
- Apply document themes to ensure a consistent look across and between documents.
- Add building blocks to a document.
- Create illustrations.
- Build an equation using the equation tools.
- Add citations and a bibliography to a document.

Introduction

You are familiar with the new user interface in which commands have been organized into different groups in the Ribbon and contextual tabs. Documents can be created using these commands. However, the effectiveness of the document will be measured by the appropriate use of font styles and graphics, the reusability of frequently appearing chunks of information, and the inclusion of references. In this lesson, you will create professional-looking documents.

Whether you are creating a report for your boss, or a proposal for your client, it is important to format your document with appropriate font styles, images, and references. With the use of relevant fonts and graphics, you are able to draw your reader's attention to important information in your document. Word 2007, with its simple commands and galleries, helps you create documents that reach the target audience in the intended manner.

TOPIC A

Apply Styles

Having explored the new interface elements in Word 2007, you are ready to begin authoring content. As you work, you may want to make a word, line, or paragraph stand out from the surrounding text. If your documents have to meet some style requirements, you may need to apply the appropriate styles. In this topic, you will apply styles to a document.

When you create a report, you may need to apply a specific set of font styles to the text, modify the shape of an object, or change the colors within a table. Instead of accessing each of these options from across different dialog boxes, it would be easier if you could produce the desired output by making selections from preset style galleries. Styles help you quickly achieve consistent and customized design and formatting effects.

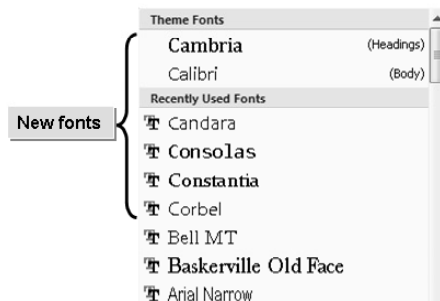
Styles

The *Styles command* contains sets of styles packaged together to apply design and formatting changes to a document all at once. You can select a style from an existing gallery on the Home tab or on the Design or Format contextual tabs. You can also modify an existing style or build a new style and add it to the Style gallery.



New Fonts in Word 2007

Word 2007 has six new fonts that have been designed to improve readability by ensuring that words on-screen appear as sharp and clear as those on printed paper. Of the six, Calibri, which is a sans serif font with soft rounded corners, is the default font in Word 2007. The other five fonts are Cambria, Candara, Consolas, Constantia, and Corbel.



How to Work with Styles

Procedure Reference: Create a Style

To create a style:

1. Select the text to be used to create a new style.
2. Format the content using the necessary tabs and commands.
3. Right-click the selection and choose Save Selection As A New Quick Style.
4. In the Create New Style From Formatting dialog box, in the Name text box, type a name.
5. Click OK to add the style to the Styles gallery.
6. If necessary, in the Styles group, in the Styles gallery, click the More button to view the new style.

Procedure Reference: Apply a Style

To apply a style:

1. Select the content to which you want to apply a style.
2. Apply the desired style to the content.
 - On the contextual tab with Quick Styles, in the appropriate group, click a style.
 - On the contextual tab with Quick Styles, in the appropriate group, click the More button and select the appropriate style from the available gallery.
 - Or, press Ctrl+Shift+S to open the Apply Styles task pane and type a style name. Click Apply to apply the style.



The contextual tabs that have quick styles are Design (Chart Tools), Format (Chart Tools), Format (Drawing Tools), Design (SmartArt Tools), Format (SmartArt Tools), and Format (Picture Tools).

Procedure Reference: Modify an Existing Style

To modify an existing style:

1. On the Home tab, in the Styles group, click Change Styles.
2. Choose a style.
 - From the Style Set submenu, choose a style.
 - From the Colors submenu, choose a theme color.
 - From the Fonts submenu, choose a font style from the gallery.
3. Choose Set As Default.
4. In the Styles gallery, right-click the style attribute that you want to change and choose Modify.
5. In the Modify Style dialog box, format the style.
6. Click OK to close the dialog box. The change is immediately reflected in the document as well as in the Styles gallery.
7. If necessary, save the style.
 - a. On the Home tab, in the Styles group, click Change Styles.
 - b. From the Style Set submenu, choose Save As Quick Style Set.
 - c. In the Save Quick Style Set dialog box, in the File Name text box, type the style name and click Save.
8. If necessary, click Change Styles and then from the Style Set submenu. choose Reset Document Quick Styles to restore the default styles.

ACTIVITY 2-1

Customizing a Document Using Styles

Data Files:

- styles.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 1\Starter folder and open the styles.docx file.

Scenario:

You have been asked to give a presentation to some of your new clients. Your manager has approved the content but has asked you to ensure that the company's name appears in a distinct style throughout the document. So you decide to use quick styles to apply the required formatting.

What You Do	How You Do It
1. Format the text Burke Properties.	- In the About Us paragraph, click before the first occurrence of the text Burke and Shift-click after the text Properties. - On the Mini toolbar, click the Bold button. - On the Mini toolbar, click the Font Color drop-down arrow and in the Standard Colors section, select the first color to apply the dark red color. - On the Mini toolbar, from the Font Size drop-down list, select 14.
2. Save the format as a quick style.	- Right-click the selected text and choose Save Selection As A New Quick Style. - In the Create New Style From Formatting dialog box, in the Name text box, type <i>burke_prop</i> and click OK. - In the Styles group, click the More button to verify that the burke_prop style is added to the Styles gallery. - Click away from the Styles list to close the Styles gallery

LESSON 2

3. Apply the burke_prop quick style to all other occurrences of the text Burke Properties.
 - a. In the second paragraph, click before the text Burke and Shift-click after the text Properties.
 - b. On the Home tab, in the Styles group, click the burke_prop style.
 - c. Notice that the quick style is applied to the text.
 - d. Similarly, apply the burke_prop quick style to all the other occurrences of the text Burke Properties.

 4. Save and close the document.
 - a. Click the Microsoft Office button and choose Save As.
 - b. In the Save As dialog box, in the File Name text box, type *My styles* and click Save.
 - c. Click the Microsoft Office button and choose Close.
-

ACTIVITY 2-2

Modifying an Existing Style

Data Files:

- modify style.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 2\Starter folder and open the modify style.docx file.

Scenario:

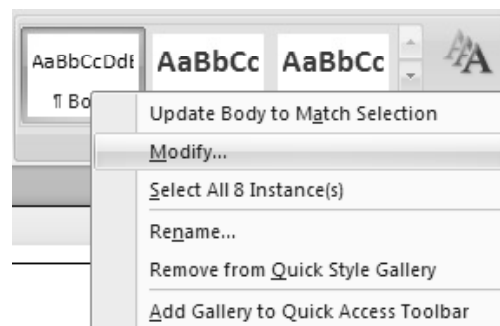
You have highlighted your company's name with a distinct and consistent look. Having explored and implemented the quick style feature, you want to make full use of it. You find that one quick style option, which you use frequently, is good except for a couple of style issues. You would like to modify those style issues to suit your requirement and use that style in the future.

What You Do	How You Do It
1. Select the Distinctive style and set it as the default.	- On the Home tab, in the Styles group, click Change Styles. - From the Style Set submenu, choose Distinctive. - Notice that the appearance of the document as well as that of the Styles gallery changes. - Click Change Styles and choose Set As Default.

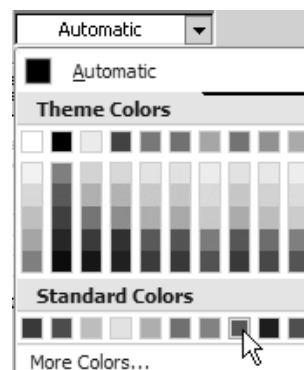
LESSON 2

2. Modify the attributes of the Distinctive style.

- a. On the Home tab, in the Styles group, right-click the Body style and choose **Modify**.



- b. In the Modify Style dialog box, in the Formatting section, from the Font drop-down list, select **Agency FB**.
- c. From the Font Size drop-down list, select **14**.
- d. From the Font Color drop-down list, in the Standard Colors section, select the **eighth color** to select the blue color.



- e. Click **OK** to view the changes in the document and the gallery.
-

3. **Save the modified style and then save and close the document.**
 - a. On the Home tab, in the Styles group, click **Change Styles**.
 - b. From the Style Set submenu, choose **Save As Quick Style Set**.
 - c. In the Save Quick Style Set dialog box, in the File Name text box, **type *my style***
 - d. **Click Save** to close the dialog box.
 - e. In the Styles group, click **Change Styles**.
 - f. **Notice that the modified style, my style, has been added to the Style Set submenu.**
 - g. **Save the document as *My modify style* and then close the file.**
-

TOPIC B

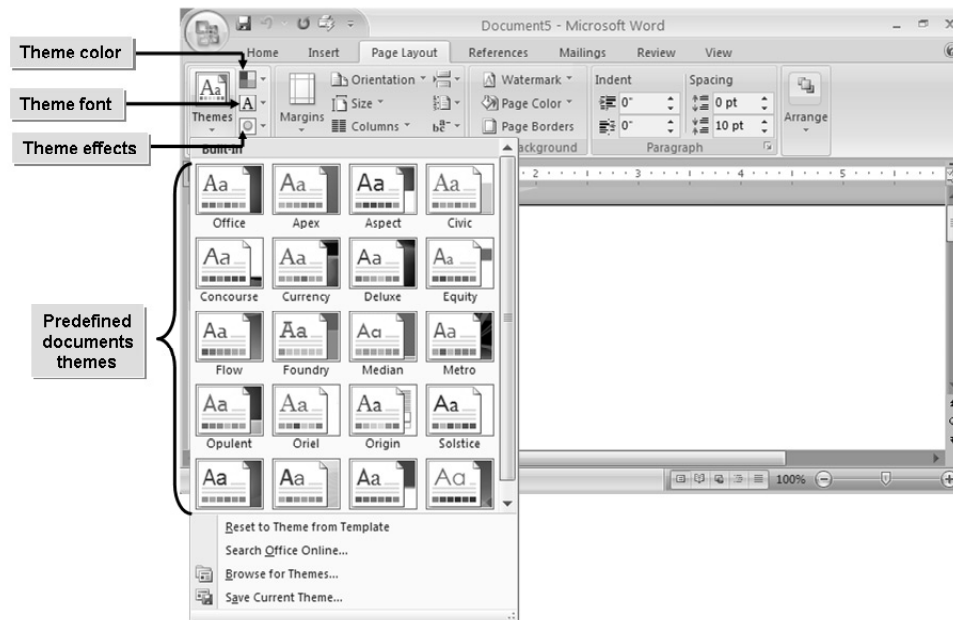
Apply Document Themes

You have used styles to format the selected text in documents. However, document creation doesn't end with the application of relevant styles on fonts and shapes. While working on documents, it is also essential to maintain consistency in terms of font, color, and style effects across pages. In this topic, you will apply document themes.

If you want to create a document that looks the same as one you created earlier, trying to re-create the formatting of the existing document would consume a lot of time and effort. By using document themes, you can re-create and apply consistent formatting styles across documents in a matter of seconds.

Document Themes

A *document theme* refers to a set of design and formatting choices that are applied to a document to ensure consistency throughout a document. A theme specifies the fonts and colors to be used for the text in the document, and the effects for shapes, charts, and diagrams that are inserted in the document. There are several predefined document themes on the Page Layout tab of the Ribbon. You can either pick an existing theme for your document or create your own theme by customizing an existing document theme. The newly created theme can also be applied to other documents.



How to Apply Document Themes

Procedure Reference: Apply Themes

To apply themes:

1. Open a Word document.
2. Select the Page Layout tab.
3. In the Themes group, click Themes and in the Built-In gallery, select a theme to apply it.
4. If necessary, browse for more themes.
 - a. Click Themes and choose Browse For Themes or Search Office Online.

 You need to be connected to the Internet in order to use this option.
 - b. Select the theme and click Open.
5. If necessary, save the current theme.
 - a. In the Themes group, click Themes.
 - b. Choose Save Current Theme to save the theme.
 - c. In the Save Current Theme dialog box, type the name in the File Name text box, and click Save.
6. If necessary, restore the template theme.
 - a. In the Themes group, click Themes.
 - b. Choose Reset To Theme From Template to revert to the template theme.
7. Save and close the document.

Procedure Reference: Apply Theme Colors

To apply theme colors:

1. On the Page Layout tab, in the Themes group, click the Theme Colors button.
2. In the Built-In or the Custom gallery, select a theme color to apply to the document.

Procedure Reference: Apply Theme Fonts

To apply theme fonts:

1. On the Page Layout tab, in the Themes group, click the Theme Fonts button.
2. In the Theme Fonts gallery, select the required font to apply to the document.

Procedure Reference: Apply Theme Effects

To apply theme effects:

1. On the Page Layout tab, in the Themes group, click the Theme Effects button.
2. In the Theme Effects gallery, select the theme effect that you want to apply to your document.

Procedure Reference: Customize Document Themes

To customize document themes:

1. Open a Word document.
2. Customize the theme colors.
 - a. Click the Theme Colors button and choose Create New Theme Colors.
 - b. In the Create New Theme Colors dialog box, select the required combination and type the desired name in the Name text box.
 - c. Click Save to close the dialog box.
3. Customize the theme fonts.
 - a. Click the Theme Fonts button and choose Create New Theme Fonts.
 - b. In the Create New Theme Fonts dialog box, specify the heading font and the body font. The preview is available in the Sample section.
 - c. Type the name in the Name text box and click Save.
4. Save and close the document.

ACTIVITY 2-3

Customizing a Document Using Document Themes

Data Files:

- themes.docx

Setup:

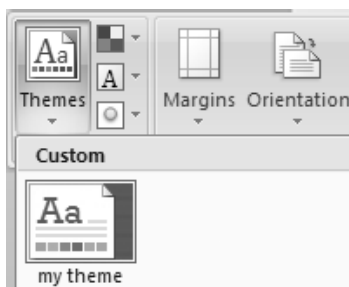
Navigate to the C:\084380Data\Professional Documents\Activity 3\Starter folder and open the themes.docx file.

Scenario:

You need to prepare a document on the sales data of your junior sales associates. You want to give your document a consistent look with the same fonts, colors, and effects. Since you may have the need for applying the same theme in other documents, you may want to save the theme for later use.

What You Do	How You Do It
1. Apply document themes.	- Select the Page Layout tab. - In the Themes group, click Themes and in the gallery, select Median to change the theme. - Click the Theme Colors button and in the gallery, under the Built-In section, select Currency to change the theme color. - Click the Theme Fonts button and in the gallery, under the Built-In section, select Rockwell to change the theme font. - Scroll down to the second page, click the Theme Effects button and in the gallery, under the Built-In section, select Opulent to change the theme effect.
2. Save the current theme.	- Click Themes and choose Save Current Theme. - In the Save Current Theme dialog box, in the File Name text box, type <i>my theme</i> and click Save. - Click Themes.

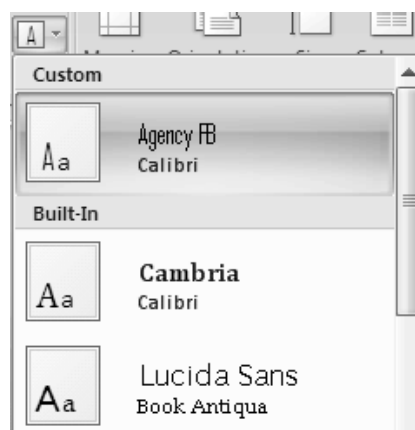
- d. Notice that my theme has been added to the Custom gallery.



- e. Click **Themes** to close the gallery.
-

LESSON 2

3. Customize the theme font and then save and close the document.
 - a. Click the Theme Fonts button and choose Create New Theme Fonts.
 - b. In the Create New Theme Fonts dialog box, in the Heading Font section, from the drop-down list, **scroll up** and select Agency FB.
 - c. In the Body Font section, from the drop-down list, **scroll up** and select Calibri.
 - d. In the Name text box, **triple-click the text and type *my font***
 - e. Click Save.
 - f. Click the Theme Fonts button.
 - g. Notice that my font with Agency FB as the heading font and Calibri as the body font has been added to the Custom gallery.



- h. Click the Theme Fonts button to close the gallery.
 - i. Save the document as *My themes* and then close the file.
-

You have applied document themes to ensure that all the pages in a document have a consistent look and feel. This look and feel is also dependent on critical information that appears repeatedly within or across documents. Typing this information repeatedly might result in slight changes that will affect the overall look and feel of the document. In addition, it will cut into the time needed to complete the document creation process. In this topic, you will add building blocks.

Building Blocks

The Building Blocks Organizer dialog box contains built-in cover pages, equations, footers, headers, and page numbers among others. You can pick some of these existing templates, edit the text in them, and save them for replication within or across documents.



How to Work with Building Blocks

Procedure Reference: Create a Building Block

To create a building block:

1. Open a Word document.
2. On the Insert tab, click Text Box and select Draw Text Box.
3. In the document, click or drag to draw where you want to insert the text box. The Format contextual tab appears on the screen.
4. Type the text and format it as required.
5. Select the text box.
6. On the Insert tab, click Text Box and choose Save Selection To Text Box Gallery.
7. In the Create New Building Block dialog box, type the name of the building block.
8. Click OK to close the dialog box.
9. On the Insert tab, click Text Box to view the building block that has been added to the Text Box gallery.

Procedure Reference: Add a Building Block using the Text Box Gallery

To add a building block using the Text Box gallery:

1. Open a Word document.
2. Place the mouse pointer in the location where you want to add a building block.
3. On the Insert tab, in the Text group, click Text Box.
4. Select the required building block to insert the selected building block in the document.
5. Save and close the document.

Procedure Reference: Add a Building Block using Quick Parts

To add a building block using Quick Parts:

1. Open a Word document.
2. Place the mouse pointer in the location where you want to add a building block.
3. On the Insert tab, click Quick Parts and choose Building Blocks Organizer.
4. In the Building Blocks Organizer dialog box, under the Building Blocks Manager section, select the required building block.
5. Click Insert to insert the selected building block in the document.
6. Save and close the document.

ACTIVITY 2-4

Inserting a Company Slogan Using Building Blocks

Data Files:

- bblock.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 4\Starter folder and open the bblock.docx file.

Scenario:

Your company has decided to change its existing slogan for certain marketing reasons. Therefore, the employees have been asked to come up with creative suggestions. One of your marketing executives has come up with a new slogan. Your company president really likes the slogan and wants it to be inserted in the Annual Report.

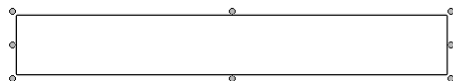
LESSON 2

What You Do

1. Create a building block.

How You Do It

- a. Select the **Insert** tab and in the **Text** group, click **Text Box**.
- b. In the **Text Box** gallery, select **Draw Text Box**.
- c. Place the pointer above the title **Fiscal Year and Accomplishments** and drag to draw a text box that occupies the center of the document.



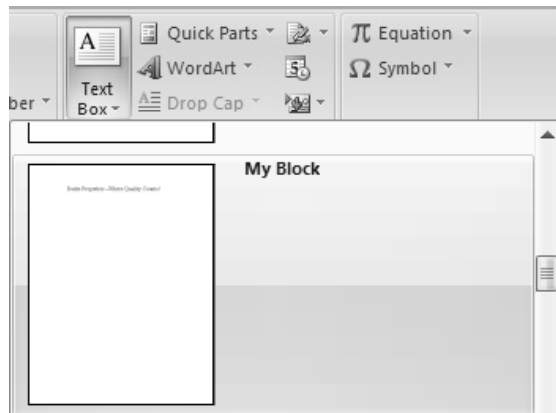
Fiscal Year and Accomplishments

This fiscal year was truly a foundation-building year for Burke Properties, Inc. Fueled by a continued strong economy and robust commercial real estate markets, we significantly

- d. In the text box, type **Burke Properties - Where Quality Counts!**
- e. In the text box, **Shift-click** before the text **Burke**.
- f. On the **Mini toolbar**, click the **Font Color drop-down arrow** and in the **Standard Colors** section, select the first color to apply the dark red color.
- g. On the **Mini toolbar** from the **Font Size** drop-down list, select **14**.
- h. On the **Mini toolbar**, click the **Align Center** button.
- i. On the **Format** contextual tab, in the **Text Box Styles** group, click **Shape Outline** and select **No Outline**.
- j. Click away from the text box to view the change.

2. Save the building block.

- a. Click before the text **Burke** so that the text box appears.
- b. Click anywhere on the border of the text box to select it.
- c. Select the **Insert** tab.
- d. In the **Text** group, click **Text Box** and choose **Save Selection To Text Box Gallery**.
- e. In the **Create New Building Block** dialog box, in the **Name** text box, type **My Block**.
- f. Click **OK**.
- g. Click anywhere in the document to deselect the text box.
- h. On the **Insert** tab, in the **Text** group, click **Text Box**.
- i. If necessary, scroll down to notice that the building block “**My Block**” is added to the **Text Box** gallery.



- j. Click the **Text Box** button to close the gallery.

3. Apply the building block to all the pages in the document and then save and close the document.
 - a. Scroll down to view the second page.
 - b. Click above the title **Financial**.
 - c. On the Insert tab, in the Text group, click **Text Box**.
 - d. If necessary, in the Text Box gallery, scroll down and select **My Block**.
 - e. Click anywhere in the document to deselect the text box.
 - f. Similarly, scroll down to the third page and insert the **My Block** building block before the title **Future Objectives**.
 - g. Save the document as *My bblock* and then close the file.
-

TOPIC D

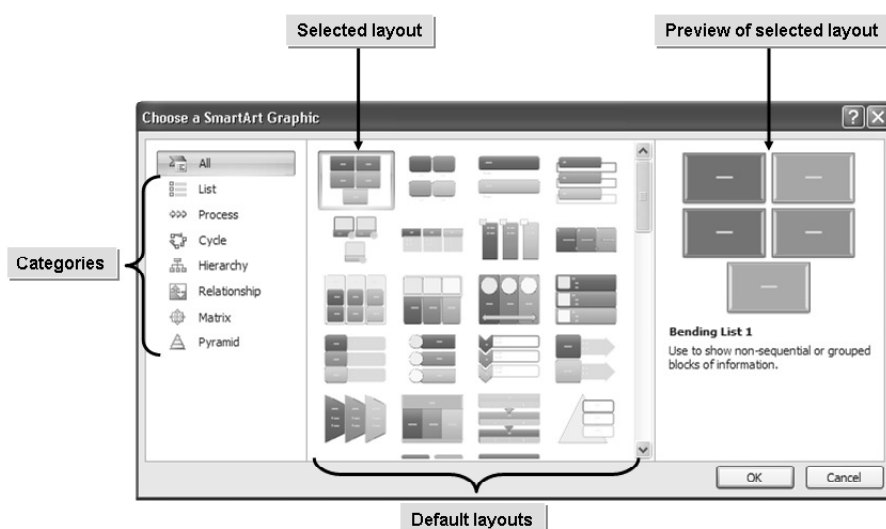
Work with Illustrations

You created and inserted building blocks containing information that appears repeatedly across or within documents. The effectiveness of the content in your document can be increased with the addition of appropriate visual elements. In this topic, you will work with illustrations.

Everyday, readers are bombarded with information from magazines, newspapers, and websites among other sources. With these many competitors vying for any target group's attention, it becomes necessary to ensure that your content stands out. With Word 2007, your documents will have an edge over the competition, as the monotony found in pages and pages of text is broken with the inclusion of supporting graphics, charts, and shapes.

SmartArt Graphics

SmartArt graphics are layouts used to show a time line or developmental progression, or the sequential steps in a process or work flow. The SmartArt command located on the Illustrations group of the Insert tab is used to insert SmartArt graphics. You can select a layout from the gallery of existing layouts, where they are categorized on the basis of whether they represent a process, cycle, hierarchy, relationship, matrix, or pyramid. These layouts can either be used as is, or you can incorporate design and formatting changes in them by using commands in their respective contextual tabs.



How to Create Illustrations

Procedure Reference: Insert a SmartArt Graphic

To insert a SmartArt graphic:

1. Open a Word document.
2. Place the insertion point where you would like to insert the SmartArt graphic.
3. Select the Insert tab.
4. In the Illustrations group, click SmartArt.
5. In the Choose A SmartArt Graphic dialog box, in the left pane, select the diagram type.
6. In the center pane, select the desired layout.
7. A preview of the selected layout is displayed in the right pane. Click OK to insert the selected layout in the document. The Design and Format contextual tabs appear on the Ribbon.
8. Add text to the graphic.
 - Use the text pane to insert the text.
 - a. In the text pane, type the text.
 - b. Press Enter to enter the text in the next level.
 - c. Close the text pane.
 - Or, double-click in the desired box and enter the text.
9. Save and close the document.

Procedure Reference: Modify a SmartArt Graphic

To modify a SmartArt graphic:

1. Select the diagram to be modified.
2. Select the Design contextual tab.

3. In the Quick Styles group, select the visual style for the diagram.
4. Select the Format contextual tab.
5. In the Shape Styles group, select a shape style.
6. In the WordArt Styles group, select a word art, if desired.
7. Save and close the document.

Procedure Reference: Insert a Chart

To insert a chart:

1. Select the Insert tab.
2. In the Illustrations group, click Chart.
3. In the Create Chart dialog box, in the left pane, select a chart type.
4. In the right pane, the available chart layouts in the selected chart type are displayed. Select a layout and click OK.
5. An Excel sheet with sample data is launched. Click each cell and enter the data.
6. Close the Excel sheet.
7. If necessary, customize your chart.
 - Select the Design contextual tab. On the Design contextual tab, in the Type group, click Change Chart Type to change the layout of the chart that is currently used.
 - On the Design contextual tab, in the Chart Layouts group, click the More button and select the layout in the gallery.
 - On the Design contextual tab, in the Chart Styles group, click the More button and select the style in the gallery.
 - Select the Layout contextual tab and use the various chart elements to customize your chart.
 - Select the Format contextual tab and use the shapes and WordArt quick styles to customize your chart.
8. Save and close the Word document.

Procedure Reference: Insert a Shape

To insert a shape:

1. Select the Insert tab.
2. In the Shapes group, select the required shape from the respective section, clicking the More button, if necessary.
3. Click and drag in the location where you want to insert the shape. The Format contextual tab appears on the screen.
4. Enter text in the shape.
 - On the Format contextual tab, in the Insert Shapes group, double-click Edit Text and type the text.
 - Or, right-click anywhere in the shape, choose Add Text, and type the text.
5. If necessary, customize the shape.

- In the Text Box Styles group, click the More button and select the required style in the text box gallery.
 - In the Text Box Styles group, click Shape Fill and select the required option to fill the shape with a texture, gradient, color, or picture.
 - In the Text Box Styles group, click Shape Outline and select the required option to change the line style, color, and width of the shape outline.
 - Click Change Shape and select the required shape from the gallery. It will change the shape, but will retain the current formatting.
6. If necessary, in the Arrange group, click Position to position the selected object in the desired place in the document.
 7. Save and close the document.

ACTIVITY 2-5

Creating an Organizational Chart Using SmartArt Graphics

Data Files:

- graphic.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 5\Starter folder and open the graphic.docx file.

Scenario:

Your company has recently hired several executives at both the senior and junior level. As the marketing manager, you need to create a document representing the organizational hierarchy and distribute it to the new recruits as part of their orientation program. The organizational structure details are listed below:

1. First level- Marketing Manager – J. Rivera
2. Second Level- Associate Manager — M. Muller and R. Moore.
3. Third level- Marketing Executives — J. Dillon, R. Michael, and J. Jackson.
4. J. Dillon, and R. Michael report to M. Muller, while J. Jackson reports to R. Moore.

LESSON 2

What You Do

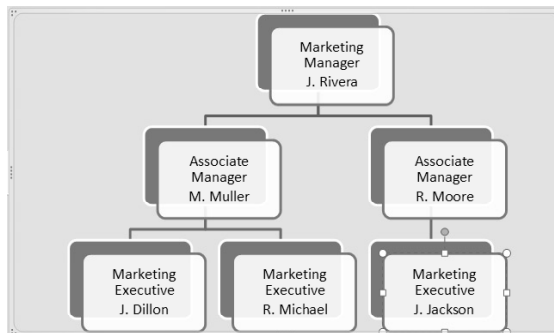
1. Insert a SmartArt graphic.

How You Do It

- a. In the second paragraph, click after the text objectives and press Enter.
- b. Select the Insert tab.
- c. In the Illustrations group, click SmartArt.
- d. In the Choose A SmartArt Graphic dialog box, in the left pane, select Hierarchy.
- e. In the center pane, in the first row, second column, select Hierarchy 1.
- f. In the right pane, notice the preview and click OK.

2. Enter the organizational details.

- a. Close the text pane.
- b. Scroll down and click in the first box at the top level and type *Marketing Manager*
- c. Press Enter and type *J. Rivera*
- d. Similarly, enter the associate managers' names and the marketing executives' names in the boxes provided at the appropriate levels based on the details provided in the scenario.



- e. In the first level, click before the text **Marketing** and Shift-click after the text **J. Rivera**.
- f. Select the Home tab.
- g. On the Home tab, in the Font group, click the Font Color drop-down arrow.
- h. In the Theme Colors section, in the first row, sixth column, select Accent 2.
- i. Similarly, apply the same formatting to all the text in the various levels.

3. Format the SmartArt graphic and then save and close the document.

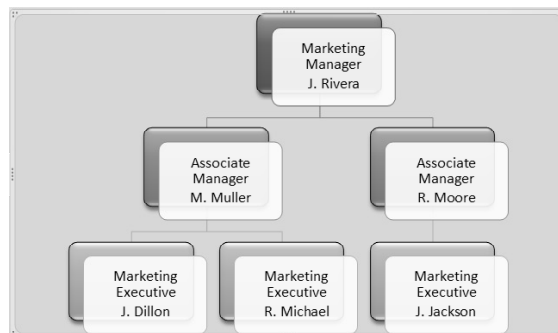
- a. Select the Design contextual tab.
- b. In the Quick Styles group, click **Change Colors**, scroll down and in the Accent 2 section, select the third option to apply Accent 2 - 3.

LESSON 2

- c. In the Quick Styles gallery, **select Style 4.**



- d. Click away from the graphic.
- e. Click beside the diagram to select the entire organizational chart.
- f. Select the Format contextual tab.
- g. In the Shape Styles group, click **Shape Fill** and in the Theme Colors section, in the third row, sixth column, **select Accent 2, Tint 40%.**
- h. Notice that the fill color of the organizational chart has changed.



- i. **Save the document as *My graphic* and then close the file.**
-

ACTIVITY 2-6

Presenting the Sales Details Using a Chart

Data Files:

- charts.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 6\Starter folder and open the charts.docx file.

Scenario:

The sales in your company during the first four months have broken a record! You want to include this data in the document that you are going to submit to your manager. You have the data in a table, but you feel that the significance of the data would be highlighted if it were presented in a chart.

The following table lists the sales data:

Sales Data (In millions of dollars)

Region/Month	East	West
January	104	123
February	238	223
March	211	118
April	175	263

What You Do

How You Do It

1. Insert a chart in the document.
 - a. Click below the table and press Enter two times.
 - b. Select the Insert tab.
 - c. In the Illustrations group, click Chart.
 - d. In the Create Chart dialog box, click OK to select Clustered Column.
 - e. Notice that an Excel sheet with sample data is opened.
 - f. Notice that the Design, Layout, and Format contextual tabs are displayed on the Ribbon.

LESSON 2

2. Update the data in the worksheet.

- a. Delete the default table values and enter the data given in the table that is in the document.



Do not delete the data in the sample sheet. Update the Excel sheet by keying in the data.

- b. Close the Excel sheet.
-

3. Customize the chart.

- a. If necessary, click the chart area to select it.
- b. On the Design contextual tab, in the Type group, click **Change Chart Type**.
- c. In the Change Chart Type dialog box, in the right pane, in the Column section, in the second row, fifth column, click **Clustered Cone** and click **OK**.



If a dialog box appears on the screen asking you to change the data series from the 2-D chart so that you can combine the two charts into a 3-D chart, click Yes to close the dialog box.

- d. Select the Layout contextual tab.
 - e. In the Labels group, click **Chart Title** and select **Above Chart**.
 - f. Click before the text **Chart** and Shift-click after the text **Title**.
 - g. Type **SALES DATA (In millions of dollars)** and click away from the title.
-

4. Specify the X and Y axis titles and then save and close the document.
 - a. In the Labels group, click **Axis Titles**.
 - b. From the Primary Horizontal Axis Title submenu, choose **Title Below Axis**.
 - c. Click before the text **Axis** and Shift-click after the text **Title**.
 - d. Type *Month*
 - e. On the Layout contextual tab, in the Labels group, click **Axis Titles**.
 - f. From the Primary Vertical Axis Title submenu, choose **Horizontal Title**.
 - g. Click before the text **Axis** and Shift-click after the text **Title**.
 - h. Type *Sales (In millions of dollars)*
 - i. Click anywhere on the chart.
 - j. Save the document as *My charts* and then close the file.
-

ACTIVITY 2-7

Creating a Banner

Data Files:

- shapes.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 7\Starter folder and open the shapes.docx file.

Scenario:

You have been asked to give a handout to your clients to brief them on the accomplishments of the year. You have drafted the document and summarized all the significant details. Taking a final look, you feel that your company's name should be positioned such that it grabs the attention of the clients immediately.

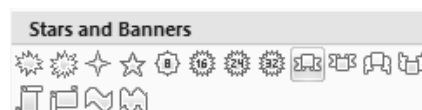
LESSON 2

What You Do

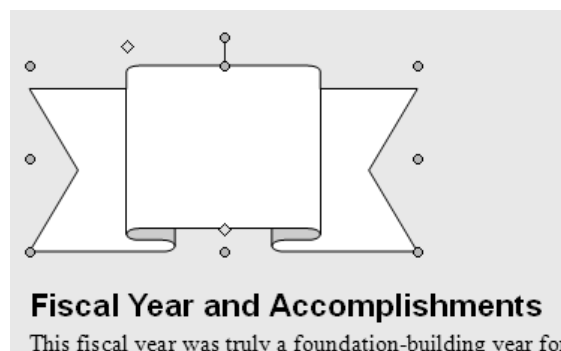
1. Insert a banner.

How You Do It

- a. Press Enter two times.
- b. Select the Insert tab.
- c. In the Shapes group, click the **More** button.
- d. In the Stars And Banners section, in the first row, ninth column, click the **Up Ribbon** button.



- e. Click above the title and drag to draw the banner.



- f. Notice that the **Format** contextual tab appears on the Ribbon.

2. Add text to the banner.
 - a. In the Insert Shapes group, double-click the **Edit Text** button. 
 - b. Press Enter.
 - c. In the banner, type ***Burke Properties***
 - d. Shift-click before the text Burke.
 - e. Select the Home tab.
 - f. On the Home tab, in the Paragraph group, click the **Center** button.
 - g. In the Font group, from the Font Size drop-down list, select **14**.
 - h. Click away from the banner.
-

LESSON 2

3. Customize the banner and then save and close the document.
 - a. Click the banner to select it.
 - b. Select the **Format** contextual tab.
 - c. In the **Text Box Styles** group, click **Shape Fill** and choose **Texture**.
 - d. In the **Texture** gallery, in the third row, second column, select **White Marble**.
 - e. Notice that the texture of the shape has changed.
 - f. In the **Text Box Styles** group, click **Shape Outline** and in the **Standard Colors** section, select the first color to apply the dark red color.
 - g. In the **Arrange** group, click **Position** and choose **More Layout Options**.
 - h. In the **Advanced Layout** dialog box, in the **Horizontal** section, select **Alignment**.
 - i. From the **Alignment** drop-down list, select **Centered** and click **OK**.
 - j. Save the document as *My shapes* and then close the file.
-
-

TOPIC E

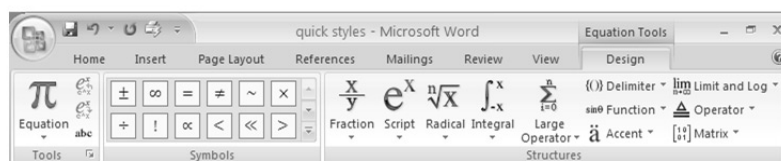
Build an Equation

By now, you have included relevant graphics, diagrams, charts, and shapes to support content in your document. Just as these visual elements gave clarity to the content in your document, certain other documents that deal with education, research, and science require mathematical formulas to explain and support data. In this topic, you will build an equation.

The manipulation of special characters to insert them as graphics containing mathematical equations requires a lot of time and effort. Editing them later based on need is an even more daunting task. However, these equations cannot be avoided as they often form the crux of any scientific or research-based document. Word 2007 simplifies the task of finding, inserting, or editing equations, thereby ensuring that the creation of these documents is far from intimidating.

Equation Tools

The *equation tools* in Word 2007 are built-in tools used to write and edit equations easily. These tools can be accessed on the Design contextual tab by clicking the Equation button on the Insert tab. They are divided into three groups.



Group	Contains
Tools	Frequently used, pre-formatted equations. Selected equations appear within placeholders in the document, and they can be edited. Using additional commands, equations can be converted either to the two-dimensional or linear format. In addition, you can include normal text within mathematical regions.
Symbols	Mathematical symbols that you can insert into your document while manually typing out equations.
Structures	Commonly used mathematical structures with placeholders to which you can add numbers. These structures are used to add a fraction, subscript or superscript, radical, integral, large operator, delimiter, function, accent, limit and log, operator, or matrix to equations.

How to Build an Equation

Procedure Reference: Build an Equation

To build an equation:

1. Open a Word document.
2. Select the Insert tab.

3. Insert an equation.
 - On the Insert tab, in the Symbols group, click Equation and type the equation.
 - Or, on the Insert tab, in the Symbols group, click the Equation drop-down arrow and choose Insert New Equation, and then type the equation.
4. If necessary, on the Design contextual tab, in the Symbols group, select the required symbols to build the equation.
5. If necessary, on the Design tab, in the Tools group, click Equation and select the desired equation from the gallery.
6. If necessary, use the built-in fractions, scripts, and other structures available in the Structures group to complete the equation.
7. If necessary, convert the equation to linear form so that it appears on one line.
 - Select the equation and on the Design tab, in the Tools group, click Linear.
 - From the Equation palette menu, choose Linear.

Procedure Reference: Save an Equation

To save an equation:

1. Select the equation.
2. Display the Create New Building Block dialog box.
 - On the Insert tab, in the Symbols group, click the Equation drop-down arrow and choose Save Selection To Gallery.
 - Or, on the Design contextual tab, in the Tools group, click Equation and choose Save Selection To Equation Gallery.
 - Or, from the Equation palette menu, choose Save As New Equation.
3. In the Create New Building Block dialog box, in the Name text box, type the name of the equation.
4. Click OK to add the equation to the gallery.
5. If necessary, insert the equation at the current position in the document.
 - On the Design contextual tab, in the Tools group, click Equation.
 - Right-click the desired equation and choose Insert At Current Document Position. The equation is added to the current document.
6. Save and close the document.

ACTIVITY 2-8

Creating a Formula Using Equation Tools

Data Files:

- equations.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 8\Starter folder and open the equations.docx file.

Scenario:

In one of your reports, there is a section where the amount owed by the customers is entered. You find it hard to remember the complex equation used to calculate that amount, so you decide to include the following formula in your document:

$$A = ((P - Mq)/i)(1 + [i/q])^k + Mq/i.$$

What You Do	How You Do It
1. Build an equation to calculate the amount owed by the customer.	- Scroll down and click in the text box below the Amount Owed Formula section. - Select the Insert tab and in the Symbols group, click Equation. - Notice that the Design contextual tab appears. - Type <i>A</i> and on the Design contextual tab, in the Symbols group, click the = symbol. - In the Structures group, click Delimiter and in the Delimiters gallery, click the first button. - Click the placeholder. In the Structures group, click Fraction and click the third button to select linear fraction. - Click the first placeholder and type <i>P-Mq</i> - Click the second placeholder and type <i>i</i>

LESSON 2

- i. Similarly, complete the equation by typing $(1 + [i/q]k + Mq/i)$.

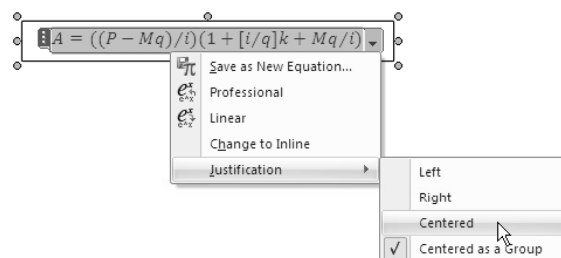
Amount Owed Formula

$$A = (P - Mq/i)(1 + [i/q]k + Mq/i)$$

- j. Click away from the equation to view the completed equation.

2. Customize the equation.

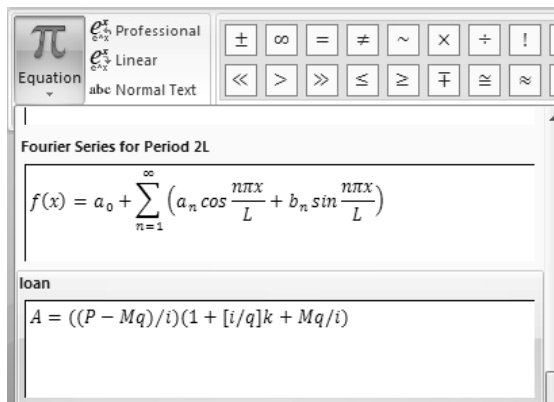
- a. Triple-click the equation to select it.
- b. On the Equation Tools Design contextual tab, in the Tools group, click **Linear**.
- c. If necessary, resize the text box to display the entire equation.
- d. From the Equation palette menu, from the Justification submenu, choose **Centered**.



3. Save the equation and then save and close the document.

- a. On the Design contextual tab, in the Tools group, click **Equation**.
- b. Choose **Save Selection To Equation Gallery**.
- c. In the Create New Building Block dialog box, in the Name text box, type *loan* and click **OK**.
- d. In the Tools group, click **Equation**.

- e. If necessary, scroll down to notice that the loan equation has been added to the gallery.



- f. Save the document as *My equations* and then close the file.

TOPIC F

Add Citations and a Bibliography

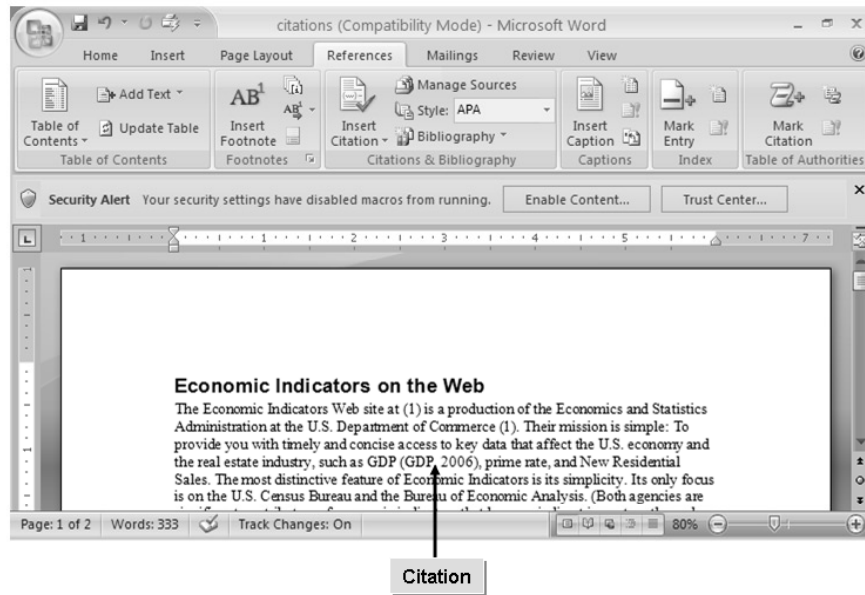
You have added mathematical equations to your document using simple commands found on the Design contextual tab. The credibility of a document is also dependent on the reference that you provide during document creation. In this topic, you will add citations and a bibliography.

Just as the validity of a news story is dependent on the sources the journalist interviewed, the relevance of content is dependent on the books and legal documents researched. Therefore, it becomes necessary for you to give readers credible references. Word 2007 simplifies this process by enabling you to enter citations through a document, thereby eventually allowing the creation of the bibliography using a single command.

Citations

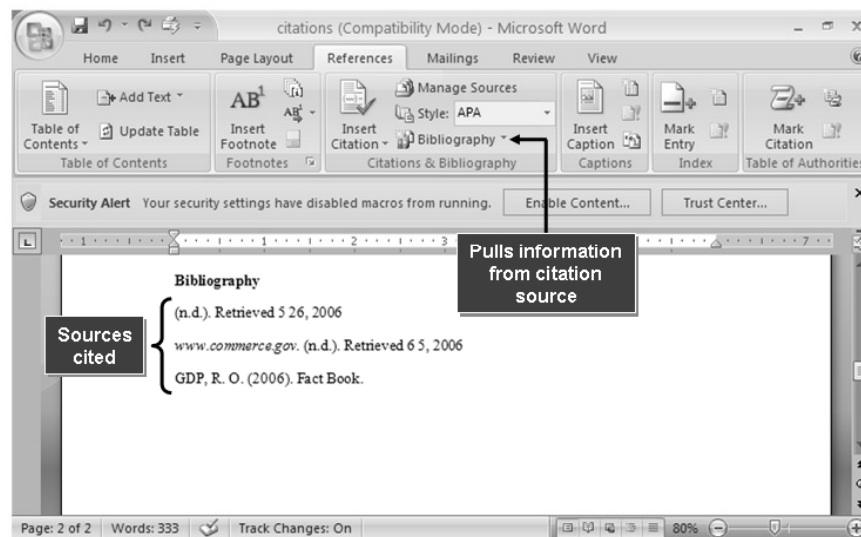
A *citation* is a reference to any legal source of content. In Word 2007, you can add citations to a document from the References tab. You can use the Insert Citation command to create a citation by adding its source. Word then formats the citation based on the style that you have chosen for your document. Citations can be made in the body of text, or in footnotes found at the bottom of a page.

LESSON 2



Bibliography

A *bibliography* is a list of all sources that are cited during document creation; it is usually placed at the end of the document. A bibliography can be inserted using the Bibliography command on the References tab. It is then generated automatically using the information that you provided for the document, while inserting a citation.



How to Add Citations and a Bibliography

Procedure Reference: Add a Citation

To add a citation:

1. Open a Word document.
2. Select the References tab.

3. In the Citations & Bibliography group, from the Style drop-down list, select a style.
4. Click at the end of the line or word that you want to cite.
5. On the References tab, in the Citations & Bibliography group, click Insert Citation.
6. Insert a citation placeholder.
 - To add the information immediately, click Add New Source.
 - To add the information later, click Add New Placeholder.
7. In the Create Source dialog box, from the Type Of Source drop-down list, select the appropriate source.
8. Based on the type of source, fill in the bibliography fields.
9. If necessary, check the Show All Bibliography Fields check box.
10. Click OK to close the dialog box.
11. If necessary, on the References tab, in the Footnotes group, click Insert Footnote to add a footnote.
12. If necessary, in the Footnotes group, click Insert Endnote to insert an endnote at the end of the document.

Type of Source

Citations make references to different sources of information. They include books, articles in journals and periodicals, reports, websites, electronic sources, art, film, and legal cases, among others. These sources act as points of reference and can be used to support content in your document. Your audience can even use these sources to refer to earlier points of view with regard to theories and facts that you might have explained in your document. Additionally, these sources add credibility to your document.

Procedure Reference: Add a Bibliography

To add a bibliography:

1. Click at the end of the document.
2. Select the References tab.
3. On the References tab, in the Citations & Bibliography group, click Bibliography and choose Insert Bibliography.
4. The bibliography is added at the end of the document.
5. Save and close the document.

ACTIVITY 2-9

Adding Citations and a Bibliography to a Document

Data Files:

- citations.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Activity 9\Starter folder and open the citations.docx file.

Scenario:

You have prepared a report that has content obtained from different sources. You want to acknowledge these sources of information in your document to ensure there are no legal issues with your document.

What You Do	How You Do It
1. Add a citation.	a. In the first line, click after the text The Economic Indicators Web Site. b. Select the References tab. c. In the Citations & Bibliography group, from the Style drop-down list, select ISO 690 - First Element And Date. d. Click Insert Citation and choose Add New Source.
2. Enter the bibliography information.	a. In the Create Source dialog box, from the Type Of Source drop-down list, scroll down and select Website. b. In the Author text box, type Pat Smith c. In the Website Title text box, type Economic Indicators d. In the URL text box, type www.economicindicators.example e. Click OK. f. Notice that (Smith) appears besides the text The Economic Indicators Web Site.

3. Add a bibliography and then save and close the document.
 - a. Scroll down and click after the text today and after the end punctuation at the end of the document.
 - b. Press the Enter key two times.
 - c. On the References tab, in the Citations & Bibliography group, click **Bibliography**.
 - d. Choose **Insert Bibliography**.
 - e. Notice that the bibliography is added at the end of the document.
 - f. Save the document as *My citation* and then close the file.
-

Lesson 2 Follow-up

In this lesson, you applied a style and document theme to a document to ensure consistency throughout it. You added building blocks containing frequently appearing chunks of information and created illustrations to support content found within a document. You also built an equation using common symbols and mathematical structures. Finally, you added citations and a bibliography to credit legal references made during document creation.

1. Which styles and themes would you normally use during document creation? Why?
2. By using Word 2007, what changes in the document creation process do you foresee? Explain.

NOTES

LESSON 3

Finalizing Documents

Lesson Time
*40 minutes to 50
minutes*

Lesson Objectives:

In this lesson, you will finalize and secure a document.

You will:

- Compare reviewed documents to view the differences between them.
- Remove unwanted information using the Document Inspector.
- Add a digital signature to a document.
- Save a Word 2007 document in different versions of Word.

Introduction

You have created a document with the right mix of typographical and visual elements. The content is in place, and the document has been well-formatted. However, this doesn't make the document ready for its target audience. You need to have the document reviewed by various sources and incorporate their suggestions. The document is then checked for unnecessary or inappropriate information before being viewed by the target audience. In this lesson, you will finalize documents by comparing reviewed documents, inspecting documents for unnecessary comments, and applying digital signatures.

Whether you develop business documents for clients or short stories for children, it is important to ensure that the final document is perfect. As an authoring tool, Word 2007 allows you to compare and review multiple versions of the same document. It also provides you with advanced options to secure documents, to ensure that they aren't modified unnecessarily.

TOPIC A

Compare Reviewed Documents

You have finished creating a document and it is now ready to be reviewed. As with most official documents sent to the client, your document might go through multiple rounds of review. Consolidating feedback from different sources and incorporating them into the original document can be time consuming. With Word 2007, documents can be compared with ease. In this topic, you will use Word 2007 to compare reviewed documents.

Sifting through multiple versions of the same document to hunt for suggested changes by reviewers can be a daunting task. In addition, you run the risk of missing crucial information and, ultimately, the quality of your document can be threatened. With Word 2007, you are able to find all changes between documents quickly and easily using a few simple review commands.

The Compare Feature

The *Compare* feature enables you to combine and compare different versions of a document and to check for information that may have been deleted, modified, moved, or replaced in the original document. The Compare feature is available within the Compare group of the Review tab.

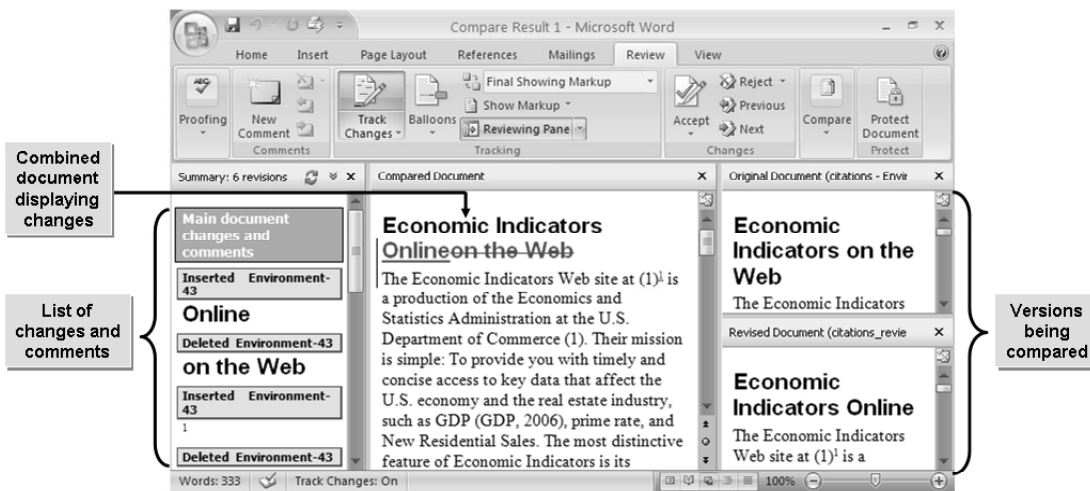
By clicking the Compare option, you can select either of two available options to find all the suggestions and review comments placed in the document, regardless of who has made them.

Option	Description
Compare	Displays what has changed between the two documents being compared. Upon selecting this option, Word displays four panes. The extreme left pane displays only the changes that have been made. The pane in the center displays the compared document in which the changes have been incorporated in tracked changes mode. The panes on the right display the original and revised documents.

Option	Description
Combine	Combines revisions from different authors into one single document. On selecting this option, Word displays four panes. The extreme left pane displays only the changes that have been made. The pane in the center displays the combined document in which the changes have been incorporated in tracked changes mode. The panes on the right display the original and revised documents.

The Tri-Pane Review Panel

The *Tri-Pane Review panel* is used to view and compare two different versions of a document along with a view that combines modifications from both the versions. You can scroll simultaneously in all three views, making it easier to compare different versions of the same document. The Tri-Pane Review panel is displayed when you click the Compare command in the Compare group.



How to Compare Reviewed Documents

Procedure Reference: Compare Reviewed Documents

To compare reviewed documents:

1. Open a Word document.
2. Select the Review tab.
3. In the Compare group, click Compare.
4. Compare the reviewed document with another document.
 - Compare two versions of a document.
 - a. Choose Compare.
 - b. In the Compare Documents dialog box, in the Original Document section, click the Browse For Original button and open the original document.

- c. In the Compare Documents dialog box, in the Revised Document section, click the Browse For Revised button and open the revised document.
 - d. In the Compare Documents dialog box, click OK.
- Compare revisions from multiple authors.
 - a. Choose Combine.
 - b. In the Combine Documents dialog box, in the Original Document section, click the Browse For Original button and open the original document.
 - c. In the Combine Documents dialog box, in the Revised Document section, click the Browse For Revised button and open the revised document.
 - d. In the Combine Documents dialog box, click OK.
5. In the Microsoft Office Word dialog box, click Yes. The Tri-Pane Review panel shows the compared, original, and revised documents.

Procedure Reference: Change Compare Options

To change the compare options:

1. Open a Word document.
2. Change the position of the reviewing pane.
 - a. On the Review tab, in the Tracking group, click Reviewing Pane to view the summary of changes at the side of the window.
 - b. Click the Reviewing Pane drop-down arrow and select Reviewing Pane Horizontal to view the summary at the bottom of the window or Reviewing Pane Vertical to view the summary on the left side of the window.
3. If necessary, in the Tracking group, click Show Markup and select the types of changes that you want to review.
4. If necessary, in the Tracking group, click Show Markup. Click Reviewers and select only the reviewers whose changes you want to view.
5. If necessary, accept or reject the changes suggested by the reviewers.
 - On the Review tab, in the Changes group, click Accept and select the required option.
 - On the Review tab, in the Changes group, click Reject and select the required option.
6. Save and close the document.

ACTIVITY 3-1

Comparing Changes Made to a Document

Data Files:

- management.docx
- management reviewed.docx

Setup:

Open a blank Word document.

Scenario:

You are asked to prepare a report about your management team and deliver it to some new clients who will be visiting your organization next week. You have worked on the report and sent it to your manager for review. You receive the document back with some suggested changes in the tracked changes mode. Before accepting the changes, you want to compare the original and revised versions of the document.

What You Do	How You Do It
1. Compare the original and revised documents.	- Select the Review tab. - In the Compare group, click Compare and select Compare. - In the Compare Documents dialog box, in the Original Document section, click the Browse For Original button. - Navigate to the C:\084380Data\Finalizing Documents\Activity 1\Starter folder and open the management.docx file. - In the Compare Documents dialog box, in the Revised Document section, click the Browse For Revised button and open the management reviewed.docx file. - Click OK. - In the Microsoft Office Word dialog box, click Yes. - Notice that the Tri-Pane Review panel displays the original, revised, and the compared documents.

LESSON 3

2. **Change the compare options and then save and close the document.**
 - a. On the Review tab, in the Tracking group, **click the Reviewing Pane drop-down arrow and select Reviewing Pane Horizontal.**
 - b. **Notice that the reviewing pane appears at the bottom of the screen.**
 - c. In the Tracking group, **click Track Changes and select Change Tracking Options.**
 - d. In the Track Changes Options dialog box, in the Markup section, from the Insertions drop-down list, **select Double Underline.**
 - e. **Click OK.**
 - f. **Notice that the lines inserted by the reviewer are denoted using double underline.**
 - g. **Save the document as *My management* and then close the file.**
-

TOPIC B

Inspect Documents

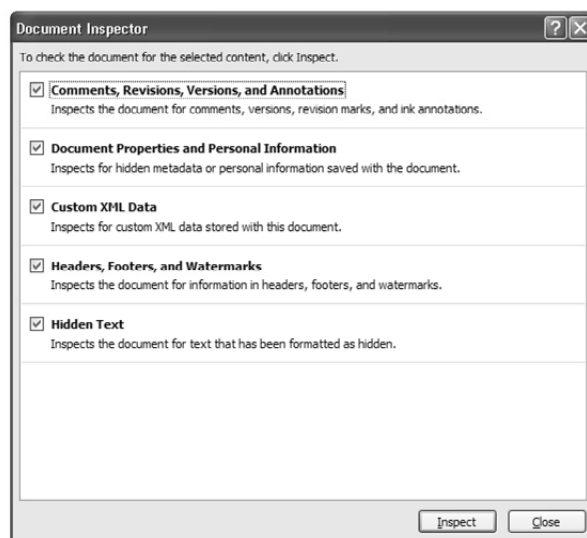
You have compared the original and reviewed versions of the same document. Before sending the document to your readers, you need to ensure that you are sending a clean document by removing all unnecessary comments, tracked changes, and notes from the document. In this topic, you will use the Document Inspector to remove all comments, revision marks, document properties, and hidden text.

If a document with comments in tracked changes mode reaches your audience, it may affect its authenticity and cause you much embarrassment. When you have long documents or tight deadlines for delivering a document, skimming through an entire document for this kind of unnecessary information and removing it could be a tedious task. Word 2007 enables you to check for all comments, revision marks, document properties, and hidden text that you might want removed before your document reaches its intended readers.

The Inspect Document Feature

The *Inspect Document* feature removes personal information, comments, hidden text, and tracked changes from within a document. Some personal data that may not be visible when the document is viewed, could easily be viewed or retrieved by others from the same document. The Inspect Document feature can be used to remove this information, before it is sent out to the intended audience.

In the Document Inspector dialog box, you can specify the type of information for which the document needs to be inspected.



Option	The Document Inspector Finds and Removes
Comments, Revisions, Versions, And Annotations	Comments, revision marks from tracked changes, document version information, and ink annotations.
Document Properties And Personal Information	Details about the document such as the author, subject, and title of the document. In addition, the date on which the document was created, and the name of the person who last saved the document, can also be removed.
Custom XML Data	Custom XML data that is not visibly displayed in the document.
Headers, Footers, And Watermarks	Information in headers and footers or watermarks in the document.
Hidden Text	Text that is formatted as hidden text.

How to Use the Document Inspector

Procedure Reference: Inspect a Document

To inspect a document:

1. Open a Word document.
2. Click the Microsoft Office button and choose Finish.
3. From the Finish submenu, choose Inspect Document.

4. In the Document Inspector dialog box, select the required content to be inspected.
5. Click Inspect to check the document for the selected content. The Document Inspector dialog box displays the inspection results.
6. Click Remove All to remove all the unwanted content.
7. If necessary, click Reinspect to inspect the entire document again.
8. Click Close to close the dialog box.

ACTIVITY 3-2

Inspecting a Document

Data Files:

- inspect document.docx

Setup:

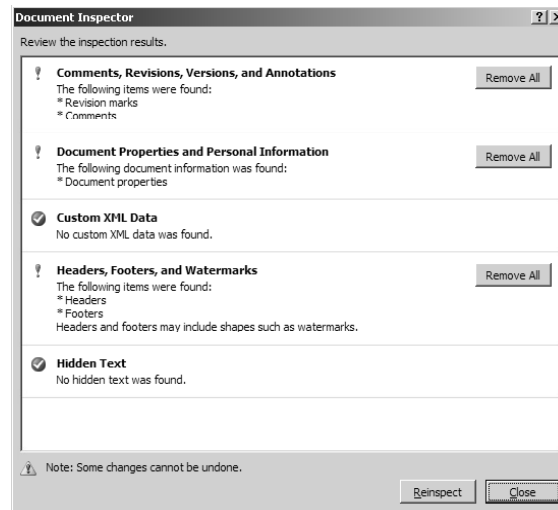
Navigate to the C:\084380Data\Finalizing Documents\Activity 2\Starter folder and open the inspect document.docx file.

Scenario:

Your manager has given her feedback on the document you are working on. Now, you want the other functional managers to give their feedback about the document, but you don't want them to see your manager's comments. Therefore, you decide to remove all comments and personal information from the document.

What You Do	How You Do It
1. Inspect the document.	a. Click the Microsoft Office button and choose Finish. b. From the Finish submenu, choose Inspect Document. c. In the Document Inspector dialog box, notice that all the options are selected by default. d. Click Inspect.

- e. Notice that the Document Inspector dialog box displays the inspection results.



LESSON 3

2. Remove unwanted information from the document and then save and close the document.
 - a. Click **Remove All** that appears next to Comments, Revisions, Versions, And Annotations.
 - b. Notice that a check mark appears next to Comments, Revisions, Versions, And Annotations, indicating that the checked items have been removed.
 - c. Click **Remove All** that appears next to Document Properties And Personal Information.
 - d. Click **Remove All** that appears next to Headers, Footers, And Watermarks.
 - e. Click **Close** to close the dialog box.
 - f. Save the document as *My inspect document*
 -  If there are macros, ActiveX controls, and other such components, a Microsoft Office Word dialog box will be displayed, asking you to click OK.
 -  A dialog box may appear asking if you want to save the document as a macro free document. Click Yes.
 - g. Close the file.
-

TOPIC C

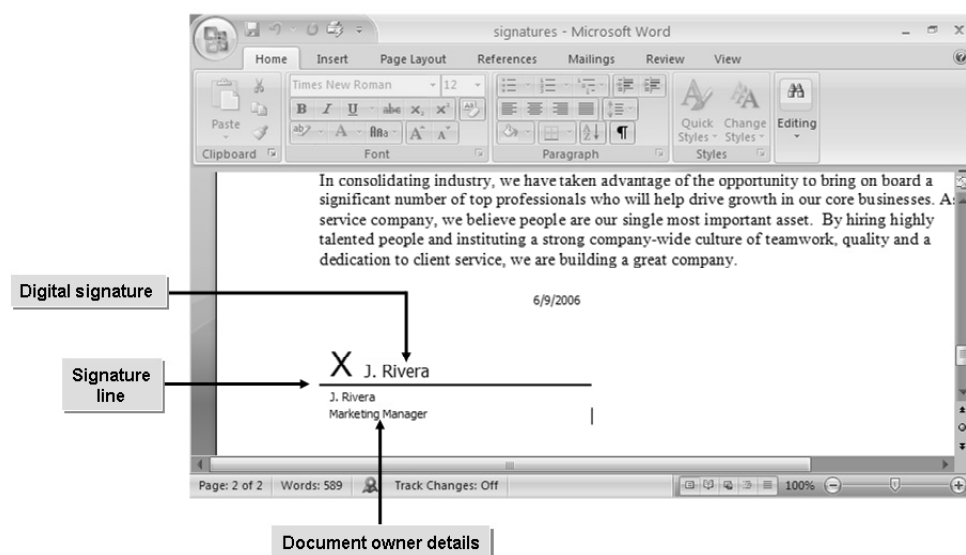
Apply Digital Signatures

You have checked your document for all personal comments and information. You can now electronically send this document to groups of people. However, as the owner of the document, you need to ensure that the content within it will remain secure. In this topic, you will protect your document.

The credibility of a carefully researched, authentic document is threatened if the document undergoes changes as it passes from one source to another. Because these documents are often distributed using CDs or through email, you have no control over these changes. Word 2007 protects documents from unnecessary or unauthorized modifications, thereby ensuring that you have complete ownership of your content.

Signature Line

Signature lines are placeholders within a document where authorized individuals can place their digital signature and lock the document from further editing. To insert a signature line, on the Insert tab, click the Signature Line command within the Text group. While inserting a signature line, the author of the document can specify information regarding the individual authorized to sign the document. In addition, instructions to the authorized individual regarding the signing can be included. The electronic document is then sent to the document owner requesting his or her signature. The document owner simply clicks the signature line to digitally sign the document.



To sign a document digitally, you can either type the signature or select a digital image of your signature. When a signature is added, the document becomes read-only to prevent further modifications. In addition, a Signatures button is displayed on the Microsoft Office Window Frame. However, if you want to ensure the authenticity of your document without including a visible digital signature, you can add an invisible digital signature. When an invisible digital signature is added to a document, the Signatures button is displayed on the Microsoft Office Window Frame. This button is the only indication that a document has an invisible signature appended to it.

The Mark As Final Feature

You can protect your documents from being modified by reviewers or readers by ensuring that they have read-only access to your documents. When the document is complete and ready for the intended audience, you can click the Microsoft Office button, access the Finish submenu, and mark your document as final. Marking a document as final lets readers know that your document will undergo no further changes and is therefore in read-only mode.

How to Work with Digital Signatures

Procedure Reference: Add a Visible Digital Signature

To add a digital signature:

1. Open a Word document.
2. Click where you want to add a signature line.
3. Select the Insert tab.
4. On the Insert tab, in the Text group, click the Signature Line button.
5. In the Signature Setup dialog box, enter the required details.
 - In the Suggested Signer text box, type the name.
 - In the Suggested Signer's Title text box, type the signer's title.
 - In the Suggested Signer's E-mail Address text box, type the signer's email address.
 - In the Instructions To The Signer text box, type the instructions.
 - If necessary, check the Allow The Signer To Add Comments In The Sign Dialog check box.
6. Click OK to add a digital signature line.
7. Double-click the digital signature line.
8. Click OK to close the message box.
9. In the Get A Digital ID dialog box, select the Create Your Own Digital ID option and click OK.
10. In the Create A Digital ID dialog box, enter the information to be included in the digital ID.
 - In the Name text box, type the signer's name.
 - If necessary, in the E-Mail Address text box, type the email address.
 - In the Organization text box, type the name of the organization.
 - If necessary, in the Location text box, type the location.
11. Click Create to create a digital ID.
12. In the Sign dialog box, enter the digital signature.
 - In the Signature text box, enter the desired name.
 - Or, click the Select Image link and navigate to the desired folder to select the signature image.
13. Click Sign and in the Signature Confirmation message box, click OK.

Procedure Reference: Add an Invisible Digital Signature

To add an invisible digital signature:

1. Open a Word document.
2. Click the Microsoft Office Button and choose Finish.
3. From the Finish submenu, choose Add A Digital Signature.
4. The Sign dialog box is displayed.
5. In the Purpose For Signing This Document section, enter the purpose and click Sign.
6. In the Signature Confirmation dialog box, click OK.
7. Save and close the document.

Getting a Digital ID

The Get A Digital ID dialog box appears only when the user tries to digitally sign a document for the first time. The user is given an option to either get a digital ID from a Microsoft partner or create his or her own digital ID.

ACTIVITY 3-3

Securing a Document Using Digital Signatures**Data Files:**

- signatures.docx

Setup:

Navigate to the C:\084380Data\Finalizing Documents\Activity 3\Starter folder and open the signatures.docx file.

Scenario:

Your manager has reviewed the content in your document and you want to ensure that no one else makes any changes to the content. You decide to digitally sign your document to make sure no one tampers with it.

LESSON 3

What You Do

1. Add a visible digital signature line.

How You Do It

- a. Scroll down and click at the end of the document.
- b. Press Enter twice.
- c. Select the Insert tab.
- d. In the text group, click the **Signature Line** button.
- e. Click **OK** to close the Microsoft Office Word dialog box.
- f. In the Signature Setup dialog box, in the Suggested Signer text box, type **J. Rivera**.
- g. In the Suggested Signer's Title text box, type **Marketing Manager**.
- h. Click **OK** to insert the signature line in the document.
- i. Notice that the signature line is added to the document.

Talent

In consolidating industry, we have taken advantage of the opportunity to bring on board a significant number of top professionals who will help drive growth in our core businesses. As a service company, we believe people are our single most important asset. By hiring highly talented people and instituting a strong company-wide culture of teamwork, quality and a dedication to client service, we are building a great company.

X

J. Rivera
Marketing Manager

2. Create a digital ID.
 - a. Double-click the digital signature line.
 - b. Click **OK** to close the message box.
 - c. In the Get A Digital ID dialog box, **select the Create Your Own Digital ID option and click OK.**
 - d. In the Create A Digital ID dialog box, in the Name text box, **type J. Rivera**
 - e. In the Organization text box, **type Burke Properties Inc. and click Create.**

 3. Sign the document and then close the file.
 - a. If necessary, **double-click the digital signature line.**
 - b. In the Sign dialog box, in the text box, **type J. Rivera**
 - c. **Click Sign.**
 - d. In the Signature Confirmation message box, **click OK.**
 - e. **Close the Signatures task pane.**
 - f. **Close the file.**
-
-

ACTIVITY 3-4

Adding an Invisible Digital Signature

Data Files:

- invisible signatures.docx

Setup:

Navigate to the C:\084380Data\Finalizing Documents\Activity 4\Starter folder and open the invisible signatures.docx file.

Scenario:

You have finished working on a document. Now, it needs to be sent to the board of directors and you need to ensure that they make no changes to it. However, owing to the nature of its content, you are also hesitant about inserting a visible digital signature in the document. So, you decide to add an invisible signature to the document.

What You Do	How You Do It
1. Insert an invisible digital signature and then close the document.	a. Click the Microsoft Office button and choose Finish. b. From the Finish submenu, choose Add A Digital Signature. c. Click OK to close the dialog box. d. In the Sign dialog box, in the Purpose For Signing This Document section, type <i>To finalize</i> and click Sign. e. In the Signature Confirmation dialog box, click OK. f. Notice that the Signatures button is added to the Microsoft Window Frame and that the Signatures task pane displays the signature. g. Close the Signatures task pane. h. Close the file.

TOPIC D

Save a Document

You have applied a digital signature, searched for hidden information, and marked your document as final. Before sending out your document, you must be aware that your audience may include people who do not have Word 2007 installed on their computer. In this case, you may need to send a document in a format that is backward compatible. In this topic, you will check your document with the Compatibility Checker and save the document as a .doc file.

One of the primary objectives of content that is designated for a wide audience is for the document to have the ability to reach the maximum number of readers. For example, a website is optimized for viewing in different operating systems with different screen resolutions. This ensures that the content reaches a wide audience. Similarly, it cannot be assumed that all your readers will have Word 2007. But, that doesn't mean that users who don't have Word 2007 will not be able to view the documents saved in the latest .docx format. Word 2007 has the ability to check for backward compatibility and to save a document in a compatible version without altering the content or modifying the various components of it.

Word XML Format

Word 2007 uses XML as the default file format. The Word XML format is a compact, robust file format enabling easy integration of Word documents into other applications and platforms. Documents created in Word 2007 are saved with the *.docx file extension.

Advantages of Using the Word XML File Format

The .docx format provides several benefits for end users. The following table lists the advantages of the .docx format.

Feature	Advantage
Smaller file size	The new format uses zip compression to reduce file size by as much as 75 percent. This new file format reduces the disk space required to store files and the bandwidth used to share documents across networks.
Improved information recovery	The files saved in this new format are structured modularly. Different data components in the file are stored separately. Therefore, the file can be opened even if a component within the file is damaged or corrupted.
Easier detection of documents with macros	The new file formats with their distinct file name extensions make it easy to distinguish files that contain macros from those that don't. Documents saved as docx cannot contain VBA macros or ActiveX controls, whereas files with .docm can.
Easy integration and interoperability of information	Information created within Word can be easily used by other business applications.

The Compatibility Checker Feature

The Compatibility Checker feature enables you to identify the compatibility of objects used in your .docx document when it is saved in an earlier version of Word. When you save a Word 2007 document in any earlier version of Word, some of the content, such as new text and shape effects and SmartArt graphics, are converted to pictures to ensure that it is presented consistently. The objects that are converted cannot be modified in earlier versions of Word.



How to Save a Word 2007 Document in Older Versions of Word

Procedure Reference: Perform a Compatibility Check on a Document

To perform a compatibility check on a document:

1. Open an existing Word document.
2. Click the Microsoft Office button and choose Finish→Compatibility Checker.
3. In the Microsoft Office Word Compatibility Checker dialog box, check the features that are not supported in .doc format and click OK.

Procedure Reference: Save a Document in .doc Format

To save a document in .doc format:

1. Click the Microsoft Office button and click the Save As arrow.
2. From the Save As submenu, choose Word 97-2003 Format.
3. In the Save As dialog box, navigate to the desired folder.
4. In the File Name text box, enter the desired file name.
5. Click Save.
6. In the Microsoft Office Word Compatibility Checker dialog box, click Continue to modify the features that are not supported in the Word format as one uneditable object.

ACTIVITY 3-5

Performing a Compatibility Check on a Document

Data Files:

- compatibility check.docx

Before You Begin:

Navigate to the C:\084380Data\Finalizing Documents\Activity 5\Starter folder, and open the compatibility check.docx file.

Scenario:

You have sent a management report to a few of your colleagues to obtain their feedback. But some of them still use older versions of Word. Since the content contains some enhanced graphic effects and objects, which may not be editable in previous versions, you want to check the document for compatibility before saving it.

What You Do	How You Do It
1. Check for compatibility.	a. Click the Microsoft Office button and choose Finish→Compatibility Checker. b. In the Microsoft Office Word Compatibility Checker dialog box, notice that the features not supported in .doc format are displayed and click OK.

LESSON 3

2. Save the file in .doc format and then close the document.
 - a. Click the Microsoft Office button and click the Save As arrow.
 - b. From the Save As submenu, choose Word 97-2003 Format.
 - c. In the Save As dialog box, in the File Name text box, type *My checker*
 - d. In the Save As Type drop-down list box, verify that Word 97-2003 Document (*.doc) is selected.
 - e. Click Save.
 - f. In the Microsoft Office Word Compatibility Checker dialog box, click **Continue** to modify the features that are not supported in the .doc format as one uneditable object.
 - g. Close the file.
-

Lesson 3 Follow-up

In this lesson, you compared and reviewed documents to view the differences between them. You then used the Document Inspector to keep confidential information private and applied digital signatures to documents.

1. Using the Compare feature and the Document Inspector, what improvement can you foresee in your review process? Explain.
2. What changes will the inclusion of digital signatures bring to the distribution of your documents? Explain.

Follow-up

In this course, you explored the components of the results-oriented interface of the Word environment and customized the interface to suit your requirements. You then used the tools available in Word 2007 to create documents that look professional and also visually appealing. You then compared different versions of a document, in addition to finalizing and securing your document before it reaches its target audience.

1. **How does being able to customize the Word environment help you in your work?**
2. **Which of the new features in Word 2007 will you use to create professional looking documents? Why?**
3. **What are the factors that you need to consider before sending your document to its target audience? What do you think are the changes that Word 2007 will bring to your process of finalizing documents?**

What's Next?

You can refer to other New Feature courses on Excel, Access, and PowerPoint or the Element K website for additional courses on the application or another title.

FOLLOW-UP

APPENDIX A

New Features in Microsoft® Office Word 2007

The following table lists the new features available with the second Beta release of Microsoft® Office Word 2007.

New Features in Microsoft® Office Word 2007 (Beta-2)	Description	Element K Courseware Reference
Microsoft Office button	Displays a menu that consists of features that can be used to work on a document as a whole.	1A
Ribbon	A panel on the top portion of a Word document that contains a selection of easy-to-browse commands that you may need in order to work on a document.	1A
ScreenTips	A label that appears when the mouse pointer is placed over a tool. It contains a description of the task performed by the tool.	1A
Quick Access toolbar	Provides easy access to core commands such as Save, Undo, Repeat, and Print.	1A
Microsoft Office Window Frame	Displays a number of tasks relating to document functionality in a well-organized manner.	1A
Ribbon tabs	Organizes commands on different tabs. Each tab is divided into logical groups that contain sets of commands.	1B
Dialog Box Launcher	Small arrow button occupying the bottom corner of certain groups in the Ribbon that launch dialog boxes with additional commands specific to the features found in that group.	1B
Contextual tabs	Tabs with specialized commands that are displayed when the object they operate on, such as a table, picture, or drawing, is selected.	1C
Mini toolbar	Appears above selected text, and contains commonly used commands for formatting text and paragraphs.	1C
Galleries	Predefined text styles, table formats, or graphical effects found within certain commands in the Ribbon.	1D

New Features in Microsoft® Office Word 2007 (Beta-2)	Description	Element K Courseware Reference
Live Preview	Enables users to view the results of applying design and formatting changes to a document in real time, without actually applying them.	1D
Word Options dialog box	Contains a series of tabs, each of which contains commands required to customize the environment.	1E
Styles	Contains sets of styles packaged together to apply design and formatting changes to a document all at once.	2A
New fonts in Word 2007	Six new fonts that have been designed to improve readability by ensuring that words on-screen appear as sharp and clear as those on printed paper. They are Calibri, Cambria, Candara, Consolas, Constantia, and Corbel.	2A
Document Themes	Refers to a set of design and formatting choices that are applied to a document to ensure consistency between and within documents.	2B
Building Blocks	Information blocks that can be reused within or across documents.	2C
SmartArt graphics	Layouts used to show a time line or developmental progression, or the sequential steps in a process or work flow.	2D
Equation tools	Built-in tools used to write and edit equations easily.	2E
Citations	A reference to any legal source of content.	2F
Bibliography	A list of all sources that are cited during document creation; it is usually placed at the end of the document.	2F
The Compare feature	A feature used to combine and compare different versions of a document and to check for information that might have been deleted, modified, moved, or replaced in the original document.	3A
Tri-Pane Review Panel	Used to view and compare two different versions of a document along with a view that combines the changes from each of the two compared documents.	3A
The Inspect Document feature	Removes personal information, comments, hidden text, and tracked changes within the document.	3B
Signature Line	Placeholders within a document where authorized individuals can place their digital signature and lock the document from further editing.	3C
The Mark As Final feature	Protect documents from being modified by ensuring that readers and reviews have read-only access to documents.	3C



For an overview of the new features in Word 2007, please visit <http://www.microsoft.com/office/preview/beta/overview.mspx>.

LESSON LABS

Due to classroom setup constraints, some labs cannot be keyed in sequence immediately following their associated lesson. Your instructor will tell you whether your labs can be practiced immediately following the lesson or whether they require separate setup from the main lesson content.

LESSON 1 LAB 1

Working With the User Interface Elements

Activity Time:

15 minutes to 20 minutes

Objective:

To work with the user interface elements in Word 2007.

Data Files:

- bb format.docx

Setup:

Navigate to the C:\084380Data\User Interface\Lab\Starter folder and open the bb format.docx file.

Scenario:

You have been assigned the task of creating a brochure for Books & Beyond, a leading book and music store in your town that also has an in-store coffee shop. You have created a rough draft of the content and it has been reviewed and approved by your manager. Before you hand it off to your client for review, you have to ensure that the document is properly formatted.

-
1. **Make the title bold, italicized, and underlined.**
 2. **Change the font color of the subtitles to light green.**
-

3. Change the background color of the article to dark red.
 4. Insert a header of your choice that reads Welcome To Our Bookstore.
 5. Change the border of the header to dark red.
 6. Add the Page Color command to the Quick Access toolbar.
 7. Save the document as My bb format.
-
-

LESSON 2 LAB 1

Customizing the Document

Activity Time:

15 minutes to 20 minutes

Objective:

To customize a document.

Data Files:

- customize.docx

Setup:

Navigate to the C:\084380Data\Professional Documents\Lab\Starter folder and open the customize.docx file.

Scenario:

You have created a rough draft of the brochure for Books & Beyond and have formatted it. You want to give a visually appealing look to your brochure and catch the user's attention by presenting a document with variety while at the same time maintaining consistent formatting.

-
1. Create a quick style for the heading that has the font color as dark red, Dashed Underline, and save the style as my_style.
 2. Apply the style to the other heading What Is Books & Beyond.
 3. Apply the Metro theme to your document.
 4. At the top-left corner of the document, insert the Explosion 2 shape located in the Stars And Banners section.
-

5. Change the texture of the shape to Papyrus and add the text Sit Back And Relax! in the Explosion 2 shape.
6. Below the title Books & Beyond, create a building block that reads Welcome to our world of reading and relaxation, with the font color as Red, text box style as the style in the sixth row, second column, and save it as Books And Beyond.
7. Below the title What Is Books & Beyond, add the Books And Beyond building block.

LESSON 3 LAB 1

Finalizing a Document

Activity Time:

15 minutes to 20 minutes

Objective:

To finalize a document.

Data Files:

- bbfinal.docx
- bbfinal_reviewed.docx

Setup:

Navigate to the C:\084380Data\Finalizing Documents\Lab\Starter folder and open the bbfinal.docx file.

Scenario:

Your brochure has been reviewed by your manager and you want to compare the reviewed document with the original to make sure that there are no problems. After comparing the documents, you decide to secure the reviewed document to ensure that no one else is able to make changes to it.

1. Compare the bbfinal.docx and bbfinal_reviewed.docx files and then save the file as My bbfinal.
2. Inspect the reviewed document for unwanted content and remove any personal information.
3. Insert an invisible digital signature with the signer's name as Pat Smith.

SOLUTIONS

Lesson 1

Activity 1-6

2. Which tab in the Word Options dialog box specifies how Word should correct the text that you type?
- ☒ a) Proofing
 - ☐ b) Save
 - ☐ c) Display
 - ☐ d) Personalize
3. True or False? You can place the Quick Access toolbar below the Ribbon using the Word Options dialog box.
- ☒ True
 - ☐ False

GLOSSARY

bibliography

A list of all sources that are cited during document creation; it is usually placed at the end of the document.

building blocks

Unchanging blocks of information that can be reused within or across documents.

citation

A reference to any legal source of content.

Compare

A feature used to combine and compare different versions of a document and to check for information that might have been deleted, modified, moved, or replaced in the original document.

Compatibility Checker

Enables you to identify the compatibility of objects used in your .docx document when it is saved in an earlier version of Word.

contextual tabs

Tabs with specialized commands that are displayed when the object they operate on, such as a table, picture, or drawing, is selected.

Dialog Box Launchers

Small arrow buttons occupying the bottom corner of certain groups in the Ribbon that launch dialog boxes with commands specific to the features found in that group.

document theme

Refers to a set of design and formatting choices that are applied to a document to ensure consistency through the document. A theme specifies the fonts and colors to be used for the text in the document, and the effects for shapes, charts, and diagrams that are inserted in the document.

equation tools

Built-in tools used to write and edit equations easily. These tools can be accessed on the Design contextual tab by clicking the Equation button on the Insert tab.

galleries

Libraries that list the varying outcomes of using certain commands found within the Ribbon.

Inspect Document

Keeps confidential information private by removing personal information, comments, hidden text, and tracked changes within the document.

Live Preview

Enables users to view the results of applying design and formatting changes to a document in real time, without actually applying them.

Microsoft Office button

Displays a menu of features that can be used to work on a document as a whole.

Mini toolbar

Appears above selected text, and contains commonly used commands for formatting text and paragraphs.

Quick Access toolbar

Provides easy access to core commands such as Save, Undo, Repeat, and Print.

Ribbon

A panel on the top portion of a Word document that contains a selection of easy-to-browse commands that you may need in order to work on a document.

GLOSSARY

signature lines

Placeholders within a document where authorized individuals can place their digital signature and lock the document from further editing.

SmartArt graphics

Layouts used to show a time line or developmental progression, or the sequential steps in a process or work flow.

Styles command

Contains sets of styles packaged together to apply design and formatting changes to a document all at once.

Tri-Pane Review panel

Used to view and compare two different versions of a document along with a view that combines the changes from each of the two compared documents.

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