

Microsoft® Office Word 2007 Inside Out

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Microsoft Office Word 2007: The Latest and Greatest

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Welcome to a whole new way of creating, editing, enhancing, and sharing the documents you create. Take those file folders full of dot-matrix text-only printed reports and pitch them. Throw away the whiteout. Leave behind those boring, routine, ho-hum marketing plans; file the black-and-white mugshot personnel photos; and forget that you ever had to learn how to use a three-hole punch.

This is all said a bit tongue-in-cheek, but we want you to be ready for something new. Perhaps you've been using Microsoft Office Word for a long time and you love it—that's great. Microsoft Office Word 2007 has something new for you. Maybe you've never really spent a lot of time creating documents, and you're about to learn the art of creating complex documents for your new job. Office Word 2007 offers you a powerful, uncomplicated but powerful way to find just what you need to accomplish the tasks specific to your project.

Whether you're a new or experienced Word user, you are about to enter a creative new world that enables you to produce the high-energy, colorful, professional documents you envision—all in a fraction of the time it previously took—using a single, multifaceted and intuitive tool: Microsoft Office Word 2007.

Word 2007 includes many features that make creating professional documents as easy as possible. You can start your document based on professionally designed templates; you can apply Quick Styles to the text, charts, and images in your document to ensure a high-quality look. Another feature enables you to create and save blocks of text you use repeatedly in your documents, which cuts down on the time you spent typing or copying and pasting—and reduces the margin for error created when you have to rekey information multiple times. These features are just the tip of the iceberg! Before we get into the new features of Word, though, let's take a quick look at how far Word has come.

A Quick Look Back: The Origins of Word

Those of us who have been using Word since its beginning in 1983 have a certain fondness for the program. It's like watching a favorite family member grow...and grow...and grow.

The earliest version of Word was revolutionary in that it enabled us to significantly reduce much of the repetitive work involved in the tedious tasks we had to perform—for example, typing the minutes of a board meeting or writing a school essay. With Word, we could save our files and cut, copy, and paste information we’d already entered; there were menus and they could be used with shortcut keys and a mouse, greatly speeding up numerous tasks. Typing a report no longer required correction tape; and we could make headings stand out (what did we ever do without boldface?) and be sure page numbers would print in the same spot on every page.

When the first version of Word for Windows was released in 1989, it had only two toolbars. That was plenty for us at the time. We were thrilled to have that much functionality. When the next version of Word arrived three years later, it had the same two toolbars, but new nested dialog boxes provided an expanded range of choices for the documents we created.

Then came a period of enormous growth in functionality and features (see Table 1-1). Between 1989 and 2003, Word exploded, feature-wise. Users loved having a huge range of choices for their documents, and having a word processing program that could “do it all” was a definite plus when you were responsible for producing many kinds of documents. But all this power and flexibility came at a price. The previous version of Word, Word 2003, has 31 toolbars, 19 task panes, context menus, dockable menus, hierarchical menus, and expanding menus. How in the world will you find the commands you need in order to accomplish what you set out to do today? If the document you’re creating is something you’ve done a dozen times before, you already know where the commands you need are located—but what if you’re trying something new? How will you find just what you need? Better leave yourself plenty of time for exploration.

Table 1-1 The Growth of Word

Release	Screen resolution	Toolbars	Added Features
Word for Windows 1.0 (1989)	640 × 480	2	
Word for Windows 2.0 (1992)	640 × 480	2	Nested dialog boxes
Microsoft Word 6.0 (1994)	800 × 600	8	Right-click contextual menus, Tooltips, tabbed dialog boxes, toolbars on bottom of screen, wizards
Microsoft Word 95 (1995)	800 × 600	9	Auto spell-check, Auto features (such as AutoCorrect)
Microsoft Word 97 (1996)	1024 × 768	18	Toolbars all around screen and floating, redockable menu bar, multilevel context menus, icons on menus, grammar checking, hierarchical pull-down menus, Office assistant

Release	Screen resolution	Toolbars	Added Features
Microsoft Word 2000 (1999)	1024 x 768	23	Expanding menus, default toolbars on a single row, help pane
Microsoft Word 2002 (2001)	1024 x 768	30	Task panes, Type a question for help box, Smart Tags, Paste options
Microsoft Word 2003 (2003)	1024 x 768	31	11 new task panes; Research features

As you will see in this chapter and throughout the book, the 2007 release of Word makes it easier to access what's really important in a first-class word processing program. Great features have been there all along, and some were easier to find than others. But by simplifying the entire user interface, bringing just the right tools to you when you're working on specific tasks, and offering a large collection of professionally designed themes, color palettes, and galleries of predefined styles, table formats, headers and footers, and more, this latest version of Word helps you create high-quality, effective documents you can share easily with others—in less time than it would take you to wade through all the menus in Word 2003.

Note

For an interesting behind-the-scenes look at the design choices that went into the dramatic user interface changes in Microsoft Office 2007, see Office program manager Julie Larson-Green's video on Channel 9: <http://channel9.msdn.com/Showpost.aspx?postid=114720>.

A Whole New Way of Working: Word 2007 Changes

To say that the world has changed since the early days of Word for DOS would be a huge understatement. Going to work in the early 1980s meant getting in the car (or on the train) and traveling the half-hour to the office, where you would open your diary and run your finger down the page, scanning the appointments you had made for first thing in the morning. Meetings were always face-to-face or on the phone; most appointments with clients required driving; and reports, newsletters, and marketing materials took weeks—if not months—and big budgets to produce.

Now fast-forward to 2007. The latest statistics we have on the world of work tell us that, for example, in the United States, 20.8 million people did some amount of work at home as part of their primary job. That includes almost 30 percent of workers in management, professional, and related roles. Additionally, approximately 1 in 5 sales professionals reported working from home.

In addition to this flexible workplace, we have a global workforce. Companies may have work teams or vendors all over the globe; you can draft a document in Seattle in the morning and others may be reviewing it in Ireland, China, and New York by lunchtime. Worldwide cooperative creative writing is possible with tools like Word used in conjunction with Groove or SharePoint, either with a time lag or in realtime. We need to be able to contact each other instantly and share files easily and securely.

Not only have the walls of our offices come down, but the obstacles that used to make it difficult (and expensive!) to create high-color, professional quality documents have all but been erased. Now many of us have the capacity for color printing on our desktops (or at least down the hall). We can print our own reports, design and produce newsletters, and customize our own mass mailings using our own know-how and the software on our desktop (or laptop) PCs. The tasks that once required a whole team of people—writer, designer, photographer, layout artist, proofreader—are now often being completed by a single person (although the graphic art may not be as good!). This enables us to create really fine documents at a fraction of the cost, in far less time, while retaining control of the project by keeping it in-house.

What the Work World Needs Today

One of the huge challenges this kind of flexibility and power brings is that we can do so much and do it so quickly that we need to be able to make quick decisions about what we want and need to focus on right away. What task is really at hand, right now? Which document should you work on this morning, knowing you need to do something completely different this afternoon? We need to be able to make choices about our priorities and then act on them without a lot of clutter on our desktops or distractions in our minds.

If you're like most of us, you know that's not always an easy thing to do.

No matter what our roles at work, to be successful today, we need to somehow be able to balance the following critical needs.

- To gather and process information accurately and efficiently to make sound business decisions (and weed out the irrelevant data we receive)
- To connect with others (customers, vendors, employees, peers, managers, and stakeholders) in a timely and effective way
- To learn about and use tools that help us complete tasks, manage relationships, track business processes, and demonstrate professional results
- To produce quality materials that help move our company or department toward its established goals (for example, increased awareness, improved client satisfaction, enhanced partnerships)

Enter Word 2007

The teams responsible for the design of Microsoft Office have been listening and learning from users for years. Their research involves conducting detailed observation, data

records, studies and focus groups; going out into the field and talking with users; and gathering, reading, and analyzing the data they receive from those users who chose to participate in the Office 2003 Customer Experience Improvement Program. The huge changes you see in Microsoft Office 2007 are a direct result of what users have said they need. Here's a quick list of the design goals for the 2007 release as they specifically relate to Word.

- **Make the product easier to use** The first thing you'll notice about Word is that the new design does away with the over-abundance of text-heavy toolbars and the layers of nested dialog boxes. Word now brings you the tools you need to complete the task you're working on. The tabs in the Ribbon (we'll cover this in more detail in the next section) offer command sets that are related to the next step in the natural process of creating a document, so finding the command you need next is simple and intuitive.

Because the tools you see are related to the context in which you're working, you're likely to discover tools you didn't know about before. If you're adding a header, for example, you will see how easy it is to create a different header for the first page of a document, because the Ribbon displays all options related to headers in one easy-to-see area (see Figure 1-1).

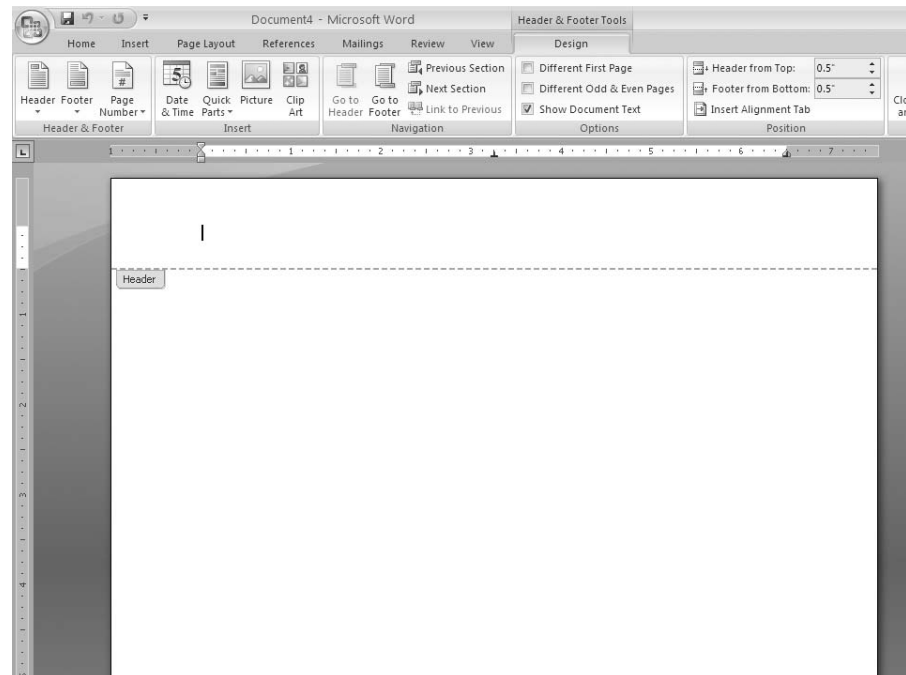


Figure 1-1 The Ribbon displays the Header & Footer Tools contextual tab, which contains all options related to headers so that you can find what you need easily when you add a header to your document.

- **Help you become more efficient** The redesign saves you time by making the options you need easier to find; the flexibility in the way you can now work with Word (choosing primary mouse-based or keyboard-based techniques) enables you to choose the work style you like best. Choosing templates is now easier and more intuitive (and the selection is greatly expanded), and the addition of many predesigned elements—cover pages, pull quotes, equations, sidebars, and more—enables you to add professional elements to your page with a click of the mouse button. Document Themes and Quick Parts (content you can customize to fit your own document needs) make it easy to ensure that your document looks professional quickly. File sizes are smaller, and expanded support for Windows SharePoint Services makes it easier than ever to share files with others. If you enjoy blogging you'll be pleased to know that you don't have to leave Word to add a post to your favorite blog.
- **Make it easier to find what you need** Enhanced Tooltips help you understand how a feature can be used and provide a link for more detailed help. Live Preview lets you see the effect of a change (such as a style, font, or color) before you select it. Galleries display a range of choices you can select quickly without digging through multilayered menus. Additionally, Help is another feature that received a facelift as result of user feedback. The new interface allows you to search online and offline content with a click of the mouse and the Table of Contents is synchronized with the displayed Help topic making it easier than ever to find the answer to your query.
- **Make it easier to create great professional quality documents** In addition to the expanded template collection that is available when you create a new document in Word, you can now share your templates with others or display user-reviewed templates as part of the selection process. Galleries and Live Preview show you instantly what the predesigned content items—headers and footers, pull quotes, sidebars, and more—will look like when you add them to your page. Choose from among dozens of professionally designed color and font schemes, and add special touches—such as shadows, rotation, and glow—to your pictures.

This list provides just a quick glimpse of some of the ways in which Word 2007 improves and streamlines the way we can work today. As you begin to use the program, however, the dramatic changes begin to sink in. Let's start off by taking a closer look at the Word 2007 window.

Getting Familiar with the Word 2007 User Interface

The new design of the user interface throughout the primary Office 2007 applications has received a lot of press. Early reactions were generally positive—people were intrigued by the idea that Microsoft Office designers went “back to the drawing board” when they began brainstorming about the new look and feel of the latest design. Power users were more wary of the design, wondering whether the new Ribbon would take up too much room on the screen, and they were concerned that shortcut keys would be lost in favor of design bells and whistles.

Office 2007 Beta 2 was downloaded more than three million times in its first two months of availability—that’s a lot of people, worldwide, testing out the new user interface (UI)! Experienced users were weary—why fix what’s not broken?—and power users wondered whether the simplified design would make it impossible to use the shortcuts, macros, and more they had come to rely on to expedite their document tasks.

John Obeto, editor of SmallBizVista.com and an experienced Office user, put it this way when he was asked what he thought of the new Office 2007 design: “Liked it, then hated it, now starting to really like it. Like the fact that I could do more without thinking initially, then started to hate the fact that a lot of my now conditioned (Pavlovian?) responses/shortcuts were no longer effective. Furthermore, while a lot more commands and functions are exposed, customization is now hidden several levels deep, prompting me to scream several times! However, more time spent on it, and breaking-in new users on it, re-started the love affair, as training seems to be shorter, with more accomplished.”

At the end of the day, however, the positive response carried. New users were able to find what they needed easily; and expert users—particularly those who are involved in training other users—seemed happy with the level of flexibility and customization (and the fact that they could continue using all their favorite shortcuts from Word 2003 in their Word 2007 documents).

Find What You Need, Intuitively

When you open Word 2007 for the first time, you will immediately notice that the screen looks more open and inviting. Instead of a line of menu names, you see graphical representations of tools related to different sets of commands. Word 2007 is designed to offer you commands in the way in which you’re likely to need them. Figure 1-2 shows the Word 2007 window. The sections that follow introduce you to each of the new elements in the Word 2007 interface.

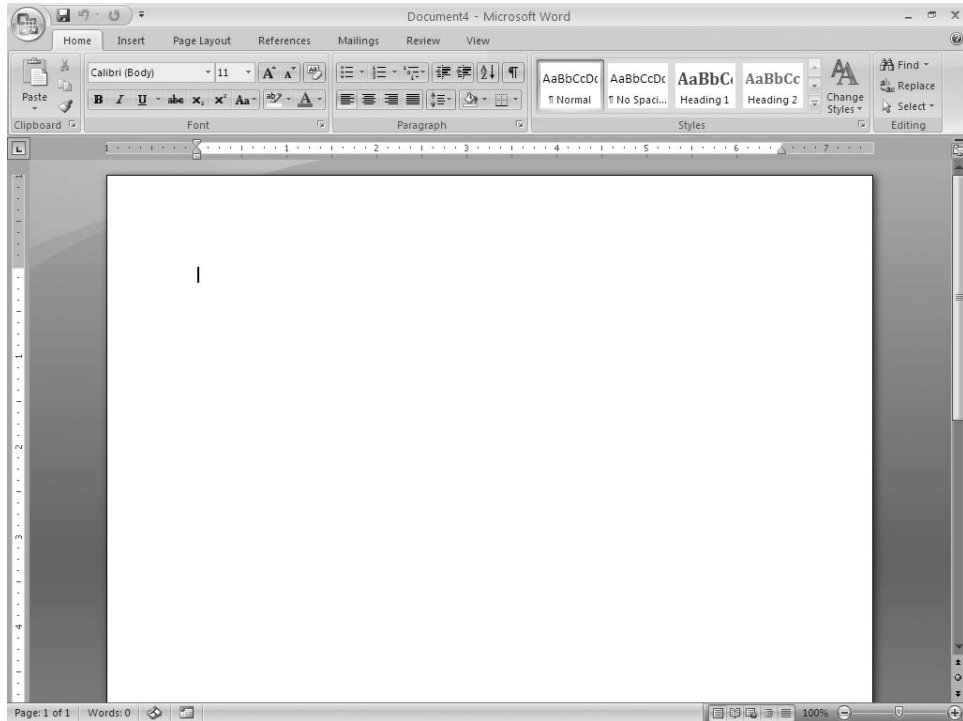


Figure 1-2 The Word 2007 window.

Exploring the Ribbon

You'll see the word Ribbon used to describe the new tool area stretching across the top of the Word window. This is the place you'll find the commands you need when you are working with your document in different ways. For example, when you create the document, the Home tab provides the commands you are likely to use as you start out. When you're ready to share your document with others, the Review tab offers a variety of tools for preparing the file for review and working with the review copies when you receive them. The Ribbon actually is made up of several important elements.

- Command tabs (Home, Insert, Page Layout, References, Mailings, Review, and View in Word 2007) stretch across the screen just below the window's title bar.
- Command sets are groups of commands available on the Ribbon when a specific tab is selected. For example, when the Insert command tab is selected, the command sets displayed include Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.
- Contextual tabs help keep the window uncluttered by displaying task-related tools only when an object is selected on the document. When you select a picture, for example, the Picture Tools contextual tab appears along the top of the Ribbon. The commands displayed when the contextual tab is selected all relate to the object you've selected (see Figure 1-3).

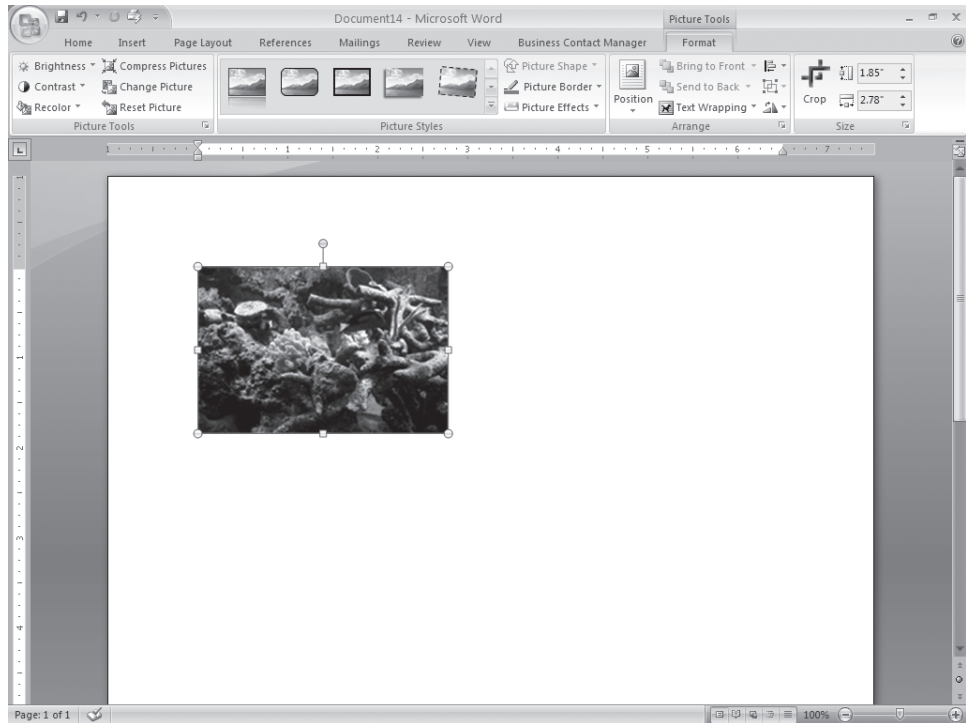


Figure 1-3 Contextual tool tabs appear above the Ribbon when an object is selected in the document.

Note

The Ribbon is fully displayed by default when you begin working with Word 2007. If you want to minimize the Ribbon to get maximum room on the screen, press **Ctrl+F1**. The Ribbon reduces to the menu bar only. To redisplay the Ribbon, press **Ctrl+F1** again. If you want to reduce the display of the Ribbon to only the command tabs, you can double-click any tab to minimize it. Then, to redisplay the full Ribbon, simply double-click any command tab.

A Major Redesign for the File Menu

The File menu has been given a makeover as well. Now, instead of the word **File** appearing on the far left side of the window, you see the Microsoft Office 2007 logo. This is called the Office Button. Changes from the old File menu aren't simply cosmetic—the new design includes two panels that add a whole new level of functionality. On the left, you see the major file tasks, such as **New**, **Open**, **Save**, and **Print**; on the right, you see

subchoices of those major tasks. For example, when you position the mouse over Print, the choices shown in Figure 1-4 appear.

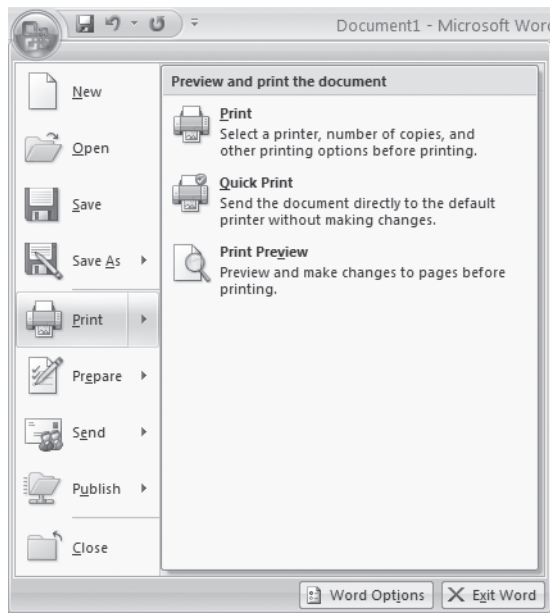


Figure 1-4 The Office Button provides you with additional choices when you select the major commands.

Tip

One of the first things you'll see when you click the Office Button is the new expanded Recent Documents list. This is a great way to get to your favorite documents directly, without using the Open dialog box.

The order of the options in the Office Button follow the basic progression of the life cycle of your document. Two great new additions include the Prepare command, which provides you with options for completing the document, and the Publish command, which includes commands that enable you to post to a blog, publish the document to a document server, or share the document on a shared document workspace.

Choose File Tasks Quickly with the Quick Access Toolbar

Just to the right of the Office Button is a new feature called the Quick Access Toolbar. On this toolbar, three familiar tools appear: Save, Undo, and Redo. You can customize the Quick Access Toolbar to include other tools you use regularly. For example, if you blog regularly, you can add the Blog tool to the Quick Access Toolbar. To add a tool,

click the Office Button and point to the Publish command. Then right-click the Blog subcommand and select Add To Quick Access Toolbar (see Figure 1-5).

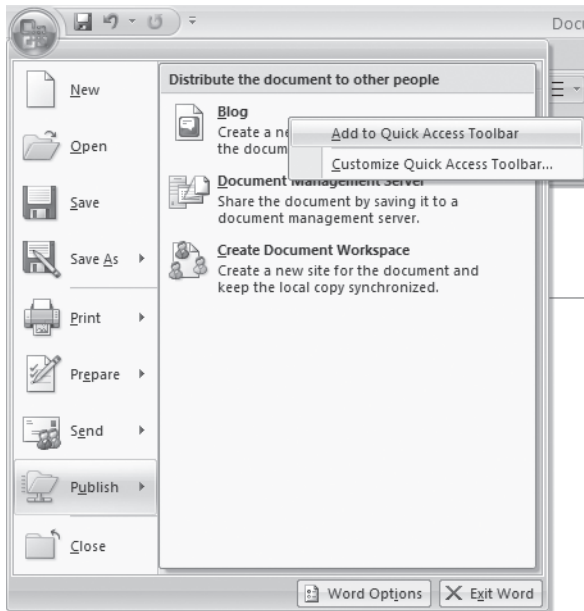


Figure 1-5 Add your favorite tools to the Quick Access Toolbar.

Note

If you add a number of tools on the Quick Access Toolbar, you may want to give it more room by displaying the toolbar in its own row below the Ribbon. Right-click anywhere on the Ribbon and choose Show Quick Access Toolbar Below The Ribbon. To return the display of the toolbar to its original state, right-click the Quick Access Toolbar and choose Show Quick Access Toolbar Above The Ribbon.

Using Dialog Launchers

The Ribbon is great for providing you with command sets that are related to the task at hand, but at times you need to be able to choose from among a large selection of options. In those cases, having a traditional-style dialog box comes in handy. Dialog boxes are available for some command sets on the Ribbon. You can tell which ones have a dialog box by looking for the small boxed arrow symbol, called a dialog launcher, in the lower-right corner of a command set. For example, the Font command set on the Home tab has a dialog launcher in the lower right corner. When you click the launcher, the dialog box appears (Figure 1-6).

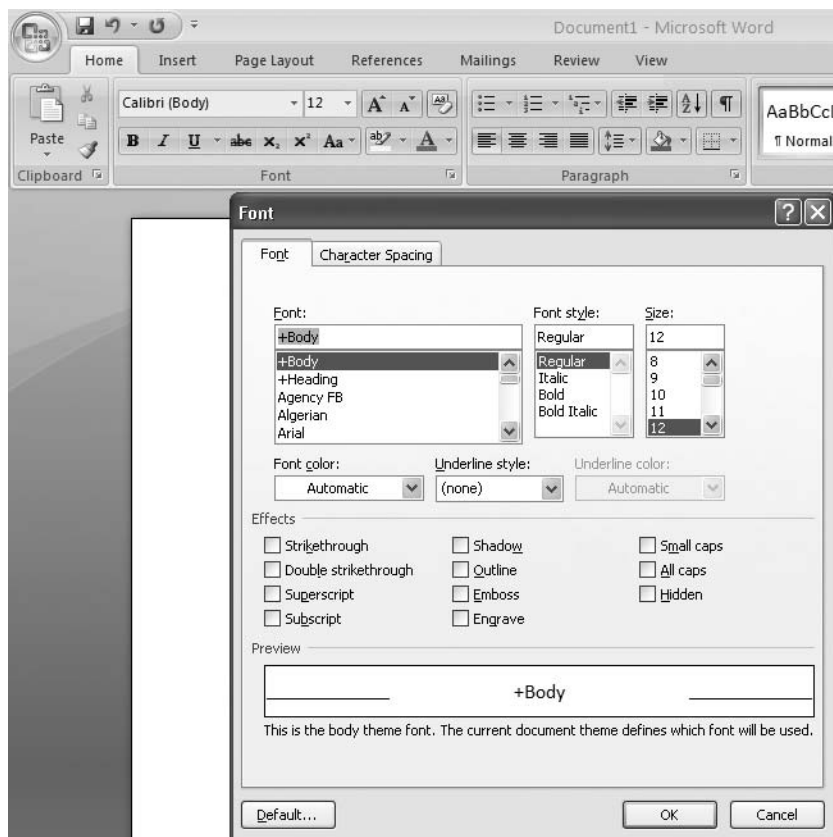


Figure 1-6 Dialog launchers display dialog boxes.

Options for displaying dialog boxes are also available at the bottom of any gallery that offers additional options. For example, when you choose the Page Layout command set and click Columns, a gallery of column settings appears. Click the More Columns option at the bottom of the gallery to launch the Columns dialog box (see Figure 1-7).

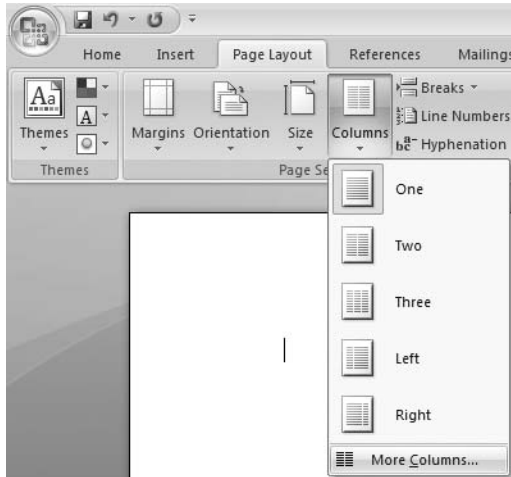


Figure 1-7 Click the More command at the bottom of a gallery to display additional options.

Applying and Using Themes

One of the great additions to Word 2007 is a far-reaching, coordinated themes feature. When you apply a theme to your Word document, the theme applies a set of coordinated formatting choices—including fonts, colors, table styles, chart styles, special effects, and more—throughout your document. The beauty here is that you can apply and change themes with literally a click of the mouse button, and the choices displayed in the various galleries in Word are all coordinated to match the theme you have chosen for the document.

You apply a theme to your document by clicking Themes in the Page Layout tab (see Figure 1-8). The palette of themes appears so that you can click your choice. If you want to change the theme later, you can simply return to the Themes gallery and click the new theme you want to apply.

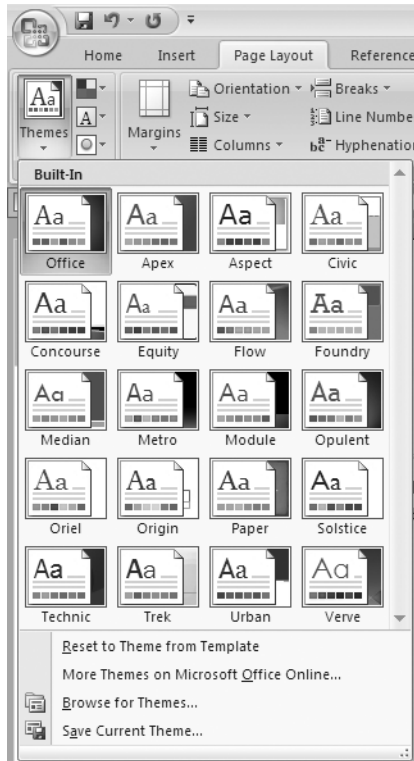


Figure 1-8 The theme you choose for your document helps you make formatting choices for all the elements in your document with a single click.

Working with Galleries

Word now includes all sorts of galleries—Themes, Styles, WordArt, and more—that graphically display a range of choices so that you can choose the design, color, layout, and style that is right for your for the elements in your document. You will see galleries displayed in different ways, depending on your screen resolution and the size of the Word window. The Ribbon was designed to adjust to the size of the screen, so in some cases you may see galleries appear as selections on the Ribbon, while other galleries appear as drop-down items.

Basically, you'll see galleries represented two ways in Word. Some galleries are shown as part of a command set in the Ribbon (similar to the Picture Styles gallery shown in Figure 1-9); you can click the More button in the lower right corner of the gallery to display the full collection of choices. Other galleries (such as the Themes, Margins, and Position) display as drop-down galleries so that you can make your selection.



Figure 1-9 Some galleries display a few choices in the command tab of a selected tab.

Other galleries open as a palette of choices, like the WordArt gallery shown in Figure 1-10. Using galleries, you can easily see at a glance which color combination, format, color scheme, transition, or chart type you want. The choices you see in the galleries are connected with the theme you've selected for your document, which helps you be sure that when you're choosing a chart type, for example, it reflects the colors, fonts, and effects used in other parts of your document.

To choose an option in a gallery, simply click your choice and the setting is applied to the current document or selected object.

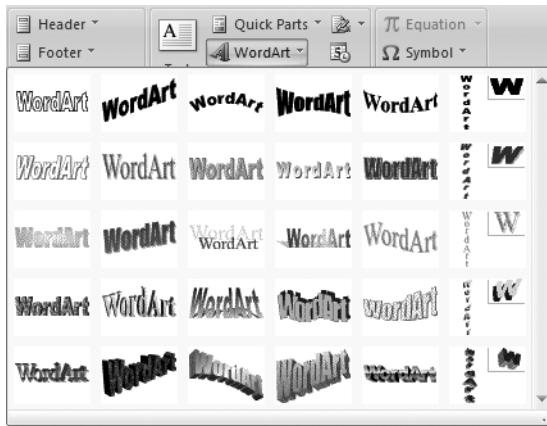


Figure 1-10 Some galleries open as palettes, enabling you to easily see which choice fits your project.

Using Live Preview

Live Preview is a great new feature that lets you see how the effects of a change will look before you choose it. When you point to an option in a menu or gallery (such as the Quick Styles gallery shown in Figure 1-11), the effect is applied temporarily to your document so that you can see how it will look. If you want to keep the change, click the option. If you want to keep looking, point to a different option.

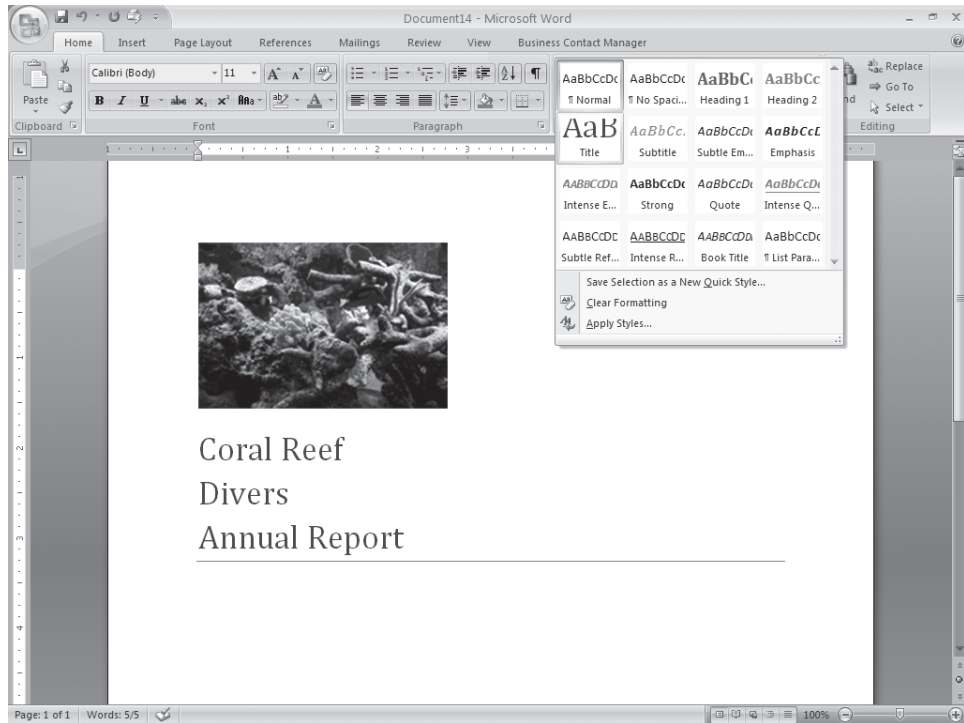


Figure 1-11 Live Preview lets you see how a choice will look before you select it.

Note

Live Preview is especially helpful when you are trying to get just the right look for a specific item. Use Live Preview to quickly test out different styles, select chart options, add shadow or glow to a picture, or choose another document theme, color, or background.

Making Quick Formatting Changes with the Mini Toolbar

If you're like other Word users, many of the choices you make while you're working on a document have to do with formatting. Another new feature in Word 2007 brings the most common formatting options to you so you don't have to leave your creative zone to choose the options you want. Whenever you select text, the new Mini Toolbar appears above the text you selected (see Figure 1-12). If you want to use the Mini Toolbar, move the mouse toward it and select the option you want; otherwise, move the mouse pointer away and it fades out.

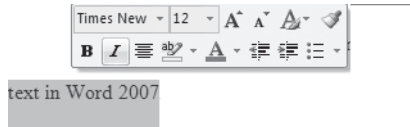


Figure 1-12 The Mini Toolbar displays quick formatting choices whenever you select text.

Note

If you find the Mini Toolbar distracting or don't think you'll use it, you can turn off the feature by clicking the Office Button and choosing Word Options (in the lower-right corner of the menu). In the Popular section, click the Show Mini Toolbar On Selection checkbox to clear it. Then click OK. Now the Mini Toolbar is disabled and will not appear the next time you select text. (It will appear, however, when you right-click selected text.) To reactivate the MiniToolbar, display the Options dialog box again and reselect the checkbox.

Viewing Documents in Different Lights

While you're working on your document, you can easily change to a different view by clicking one of the view tools in the bottom right corner of the Word window or by clicking the View tab and choosing a view in the Document Views command set. You can also use the new Zoom slider to enlarge or reduce the display of the document. Word offers you many different ways to view your work, depending on the type of document you're creating and the task at hand.

- Print Layout view seems to be the view most people use as they create and edit their documents. This view, which is used by default when you create a new document, shows how the document will look when printed. In this view, you can see headers and footers, as well as footnotes and endnotes. The edges of the page and the space between pages are also visible as you type and edit.

Tip

You can alternately suppress and display the top and bottom margins of your document in Page Layout view by double-clicking the space between the pages. By default, Page Layout view shows a gap between pages. Position the pointer over the page break, and the pointer changes to two arrows. A tooltip prompts you to double-click the space to remove it. Double-click at that point at the space between the pages is removed, enabling you to view text before and after the break in a continuous paragraph. To return the page display to the default setting, position the pointer over the page break line and double-click.

- Full Screen Reading view gives you the maximum amount of space on the screen so you can review and comment on the file. Note, however, that Full Screen Reading view does not display the document as it will look in print—that’s the job of Page Layout view. By default, when you first begin using Full Screen Reading view, the functionality is limited to only reviewing and commenting. If you want to be able to type and edit in Full Screen Reading view, click View Options in the upper right corner of Full Screen Reading view and choose Allow Typing (see Figure 1-13).

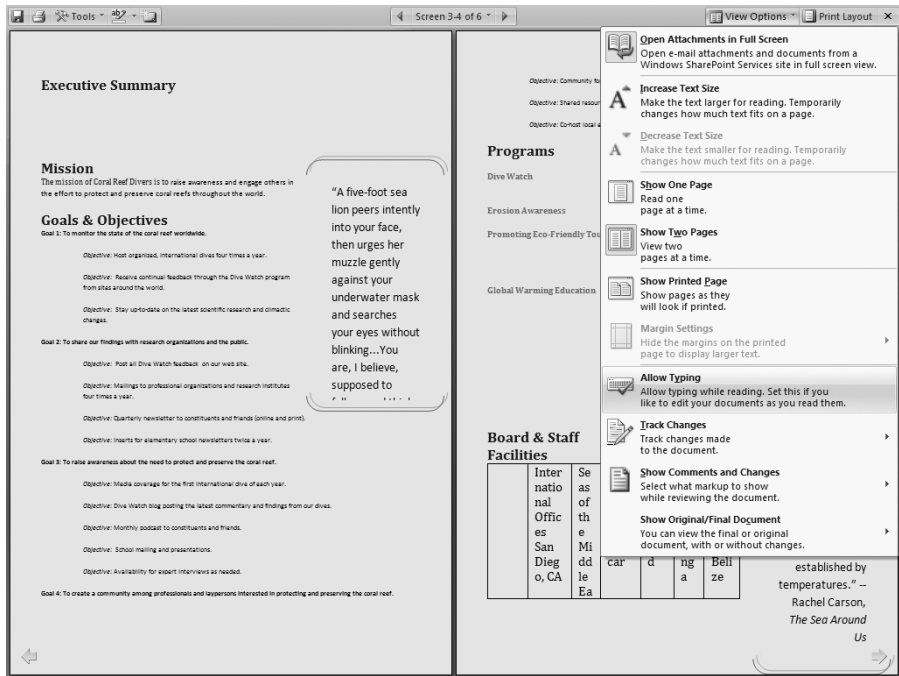


Figure 1-13 Full Screen Reading view enables you to view, comment on, and edit your document with a maximum amount of room on the screen.

- Web Layout view displays the page as though it were a Web page. The first thing you will notice when you select the Web Layout view tool is that the page margins are not used, and depending on the content of your document, the format of your document may seem skewed (see Figure 1-14).

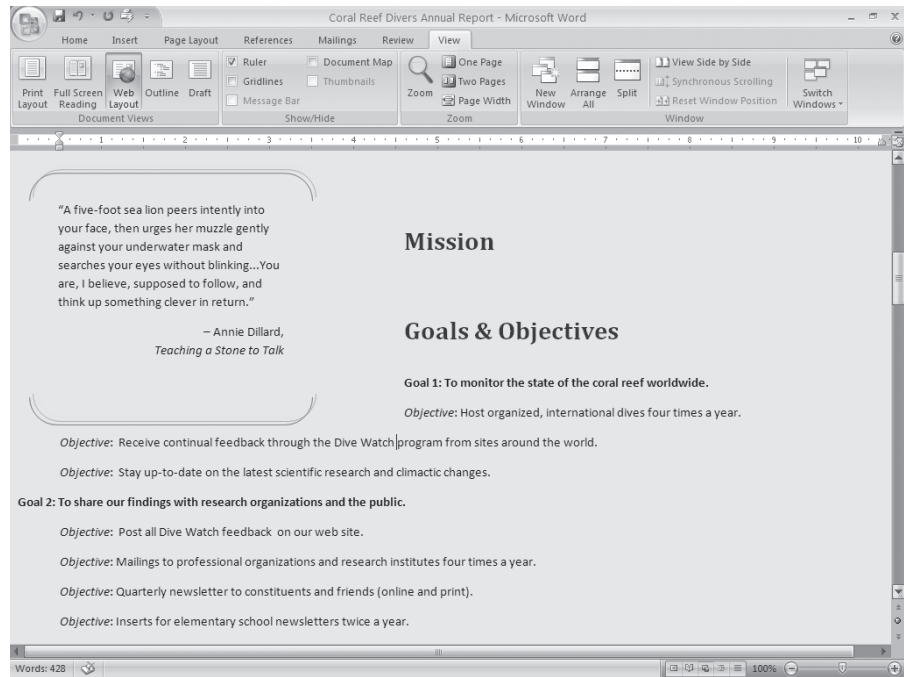


Figure 1-14 Web Layout view shows you what your document will look like as a Web page.

For more about creating and editing Web pages in Word, see Chapter 29, “Building Professional Web Sites.”

- Outline view enables you to see the document in outline form, with headings and subordinate text indented so that you can easily identify and work with sections in a long document.
- Draft view (formerly known as Normal view) is a fast, no-bells-and-whistles mode that many people prefer to use when they need to write or edit something quickly. Note that some elements—such as headers and footers—are not visible while you’re working in Draft view.

Using Special Views: Document Map and Thumbnails

In addition to these five primary working views, Word 2007 enables you to use other views to navigate through longer documents. The Document Map is a panel along the left side of the work area that provides you with clickable headings so you can navigate to different sections in your document (see Figure 1-15). This feature is really useful when you are moving back and forth among sections.

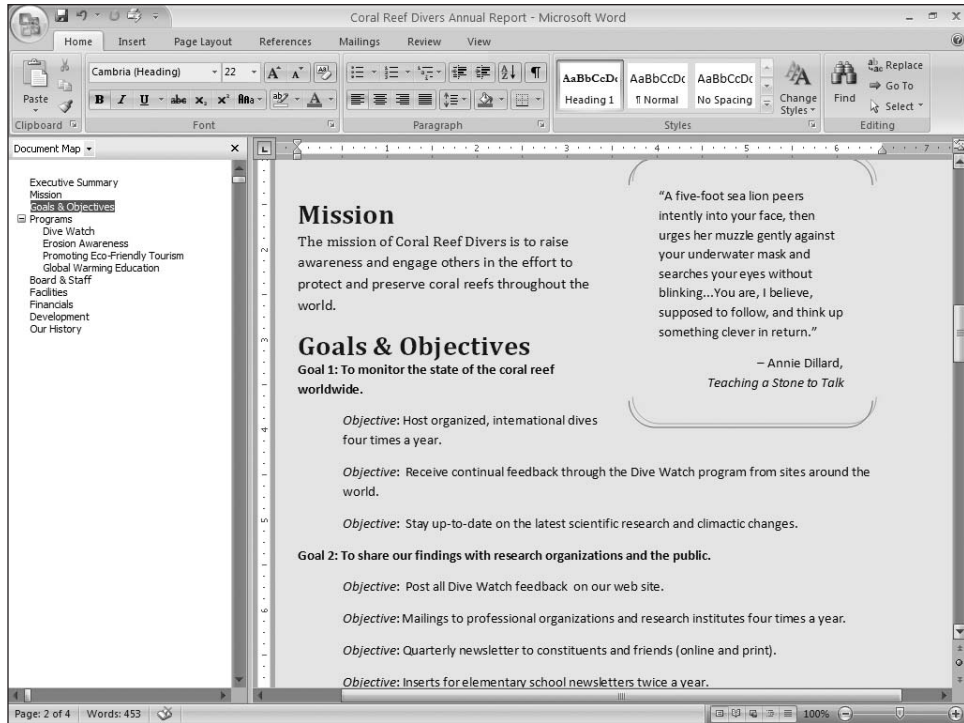


Figure 1-15 The Document Map gives you a panel of clickable headings you can use to navigate among sections in a long or complex document.

Thumbnails view also enables you to easily see how your document is shaping up. When you click Thumbnails in the Show/Hide command set of the View tab, the left panel opens, displaying your document with the pages represented graphically. This is a great view when layout is important and you want to create a sense of flow and variety in your document (see Figure 1-16).

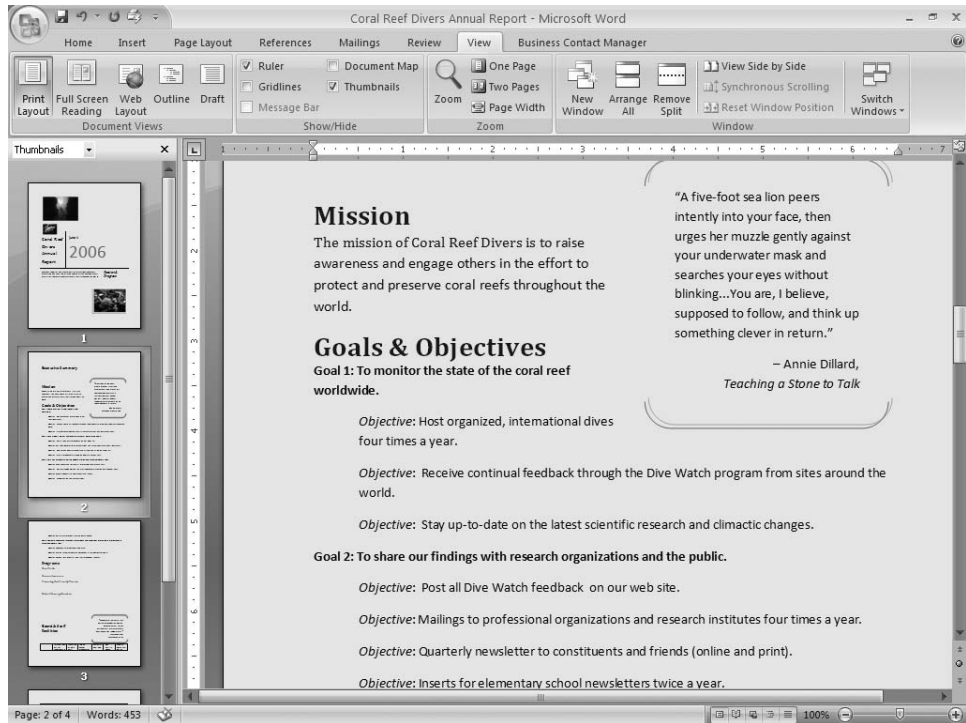
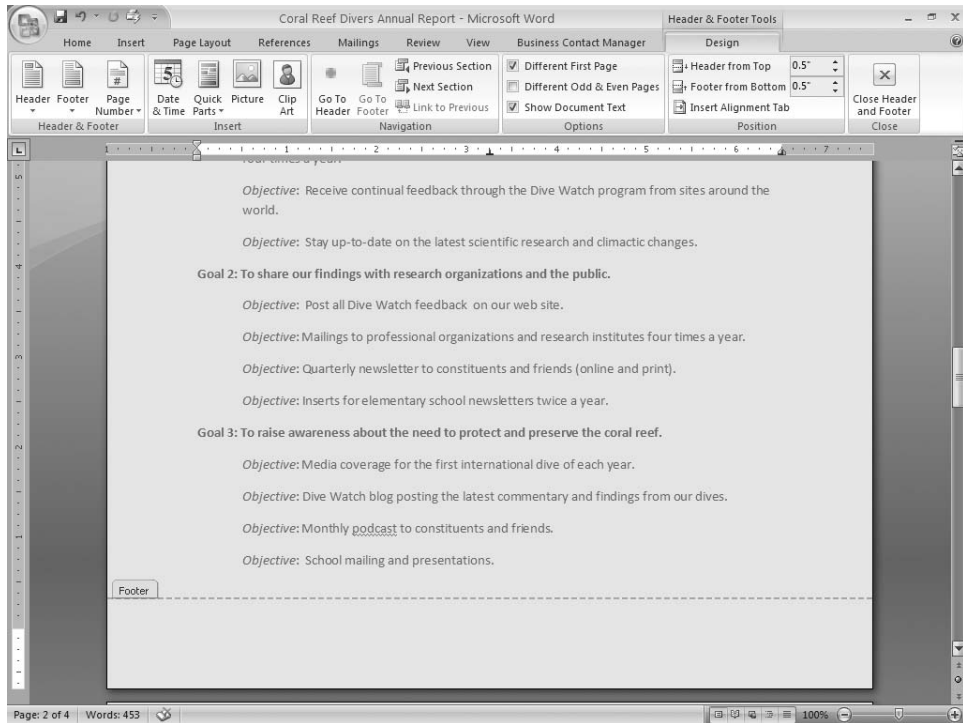


Figure 1-16 Thumbnails view enables you to see miniature graphical representations of the pages in your document.

A New View for Headers and Footers

Word 2007 provides expanded support for working with headers and footers. When you create a header or footer (by clicking the Insert tab, choosing Header or Footer from the Header & Footer command set, and choosing the design you want by selecting it from the gallery), the header and footer area opens. The cursor is positioned in the header or footer, and a full array of Header & Footer Tools are displayed in a contextual tools tab in the Ribbon.



This description provides just a quick look, but for more detail on adding and customizing headers and footers, see Chapter 3, “Mastering Page Setup and Pagination.”

Displaying Rulers and Gridlines

When you are working on a document in which the alignment and sizing of elements is important, you will want to turn on rulers and gridlines to make sure items line up on the page and meet the measurements you need. The controls for both items are found in the Show/Hide command set of the View tab.

There’s a new tool located at the top of the vertical scrollbar that enables you to display and hide rulers quickly. The rulers are displayed by default, so to hide the rulers, position the mouse on the View Ruler button and click. The rulers are removed. To redisplay the rulers, click the tool a second time.



Alternately, you can display vertical and horizontal rulers by clicking the View tab and then clicking the Ruler checkbox. To hide the rulers, click the Ruler checkbox to clear it.

Note

If you don't like rulers cluttering up your work area and you want to remove the vertical ruler in Print Layout view, you can turn it off using Word Options. Click the Office Button and choose Word Options. Choose Advanced and scroll down to the Display options. Click the last option in the group, Show Vertical Ruler In Page Layout View, to clear the option's checkbox. Click OK to save your changes. When you return to Print Layout view, the vertical ruler will be gone.

Adding gridlines is a similar process. Choose View and click the Gridlines checkbox. Gridlines appear on your document so that you can easily align pictures, pull quotes, or other elements on your page (see Figure 1-17).

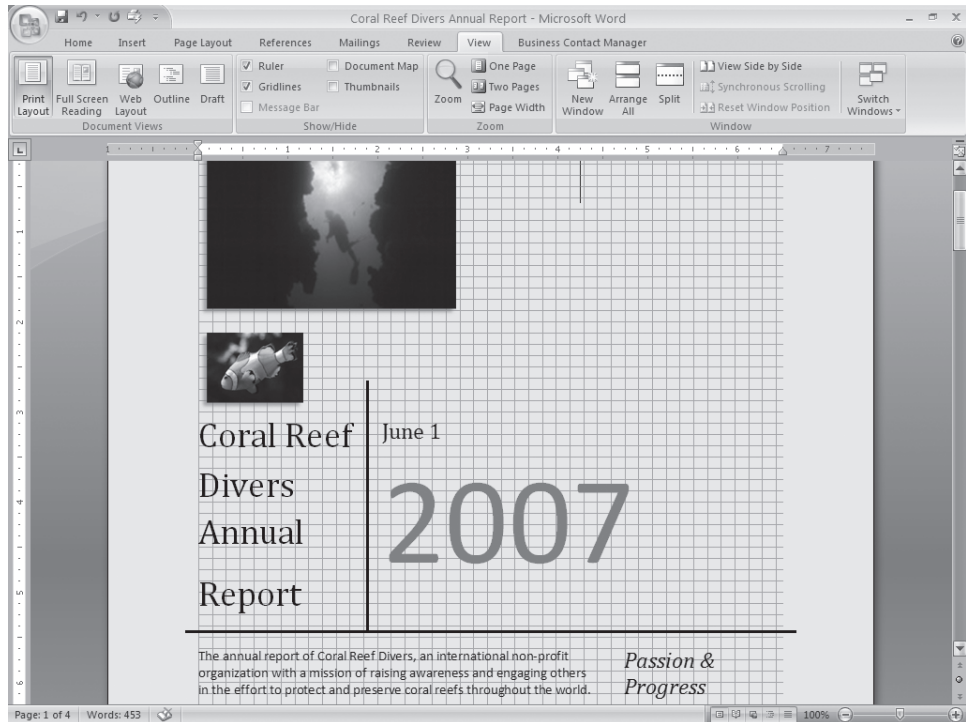


Figure 1-17 Gridlines enable you to align pictures, charts, and other elements in your document.

Viewing More Than One Page at a Time

The Zoom command set in the View tab includes five different tools that enable you to change the size and number of pages you view on the screen at any one time. Page

Width view is selected by default, but you can easily change that to match your own comfort level.

To change the size of the text, click the Zoom tool. The Zoom dialog box opens so that you can choose one of the preset sizes or specify your own by clicking in the Percent box and typing a new value (see Figure 1-18). You can also change the number of pages displayed by clicking the Many Pages button and dragging to select the number of pages you want to display on the screen. The Preview window shows you how your document will look, and the sample text area shows how readable (or not!) your text will be. When you've made changes you are happy with, click OK to save them.

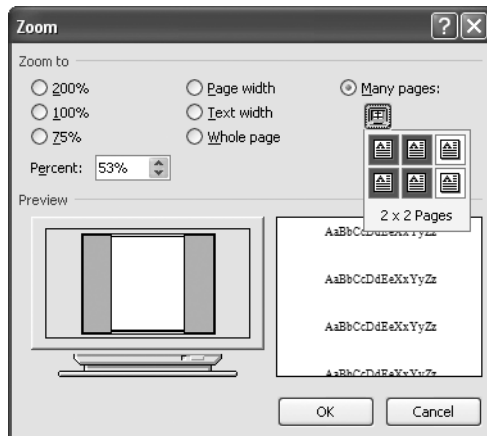


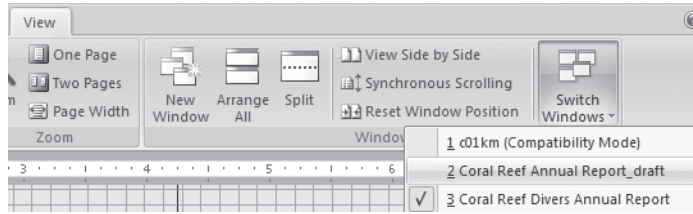
Figure 1-18 Use the Zoom dialog box to change the way your document is displayed.

Back on the View tab, you can switch among multipage views easily by clicking the One Page, Two Pages, or Page Width tools. Each of these tools behaves the way you would expect—One Page shows you the whole page at the cursor position; Two Pages displays the page on which the cursor is active and the next full page in the document; and Page Width magnifies or reduces the size of the document so it fits the width of the Word window.

Working with Multiple Documents

When you are working on a big project, chances are that you will have more than one document open at the same time. If you're copying and pasting your research notes into a new journal article you're writing, or if you're incorporating the latest fundraising figures in the annual report, you'll need an easy way of moving among open documents while you work. The View tab includes the Window command set to give you the means to do just that.

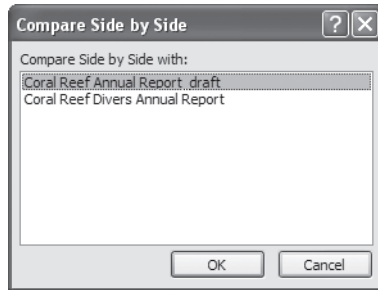
When you want to easily move among open Word documents, use the Switch Windows tool. When you click Switch Windows, a menu shows you the various open windows; just click the one you want to see.



Use the New Windows command when you want to open a new copy of the current document in a new window. You might use this command so you can edit different portions of a large document at the same time instead of endlessly scrolling back and forth. When you're ready to close the copy, click the Close button.

For more about reviewing, comparing, and merging documents, see Chapter 19, "Collaborating Online and Sharing Documents."

The Arrange All, Split, and View Side By Side commands all enable you to choose how you want to view the open documents. View Side By Side displays the Compare Side By Side dialog box so that you can choose the other open document you want to compare with the current one. Select your choice and click OK to display the document.



Note

Depending on the number of open document windows and your screen resolution, the Ribbon may disappear when you use the Arrange All command. This is due to the auto scale feature of the Ribbon. To return the view of the Ribbon, simply resize the height of the document window.

When you use the View Side By Side command, Word sets the default to Synchronous Scrolling, which means that as you scroll through one document, the other document scrolls automatically. This is helpful for comparing documents in which you're looking for paragraphs, sections, or even phrases that might be slightly different (see Figure 1-19).

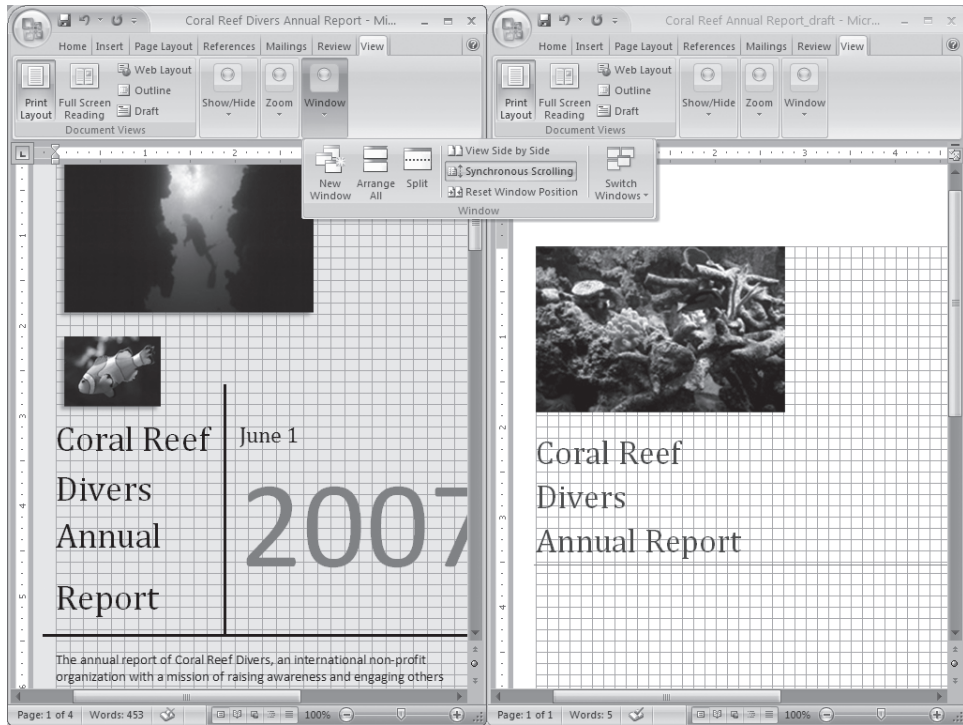


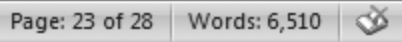
Figure 1-19 You can easily compare Word documents by using the tools in the Window command set of the View tab.

Note

If you also like open documents to appear as a single task on your Windows Taskbar, you can use Word Options to display them that way. Open the Office Button, choose Word Options, and then click Advanced. Scroll down to the Display options and click Show All Windows In The Taskbar to select it. Click OK to save your changes.

Understanding Status Bar Data and Tools

In previous versions of Word, the status bar was basically underutilized space. There were few controls housed there, and the status bar was not customizable, even though it provided some helpful functions: you could view the page number, switch from Over-type to Insert mode, or turn Tracking on and off. The customizable status bar in Word 2007 goes beyond providing a quick glimpse of your document's key information—each option displayed can be used to open dialog boxes or toggle various settings.



- The Page area shows the number of the current page and the length of your document. You can also click this area to display the Go To tab in the Find and Replace dialog box.
- Now Word displays a continually updating word count on the status bar as well. Click this area to see the Word Count dialog box and get additional statistics on number of characters, paragraphs, and more.
- To detect errors, an ongoing spelling and grammar checker continuously reviews your document content. Click to go to the error and see options for correcting it.

In addition to the controls that appear in the status bar by default, you can add or remove options by right-clicking anywhere on the bar. The Customize Status Bar menu appears, giving you statistics about your document and showing you which features are currently enabled (see Figure 1-20).

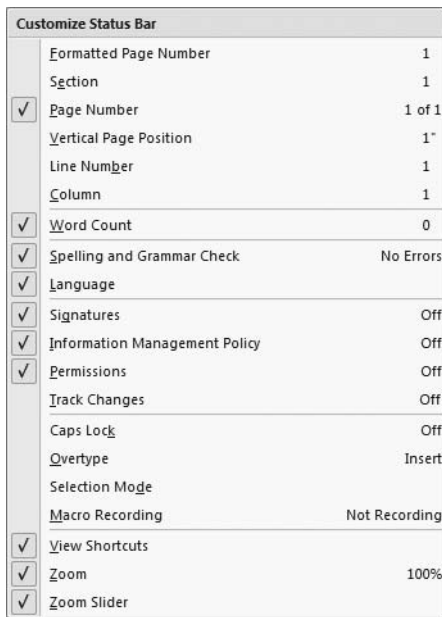


Figure 1-20 The Customize Status Bar menu allows you to add or remove additional options.

Controlling Word 2007 Options

You've already seen a few tips in this chapter that take you into the Word Options area. Word Options has benefited from a major redesign and reorganization in this latest ver-

sion of the program. Now you access Word Options by clicking the Office Button and choosing Word Options in the bottom right corner of the menu.

The Word Options window offers you a collection of settings to change (see Figure 1-21). The Popular options are displayed by default, but you can choose from the following categories, depending on what you'd like to change: Display, Proofing, Save, Advanced, Customize, Add-Ins, Trust Center, and Resources. We cover Trust Center and Resources in detail in the last two sections of this chapter, so we'll focus on the other options now.

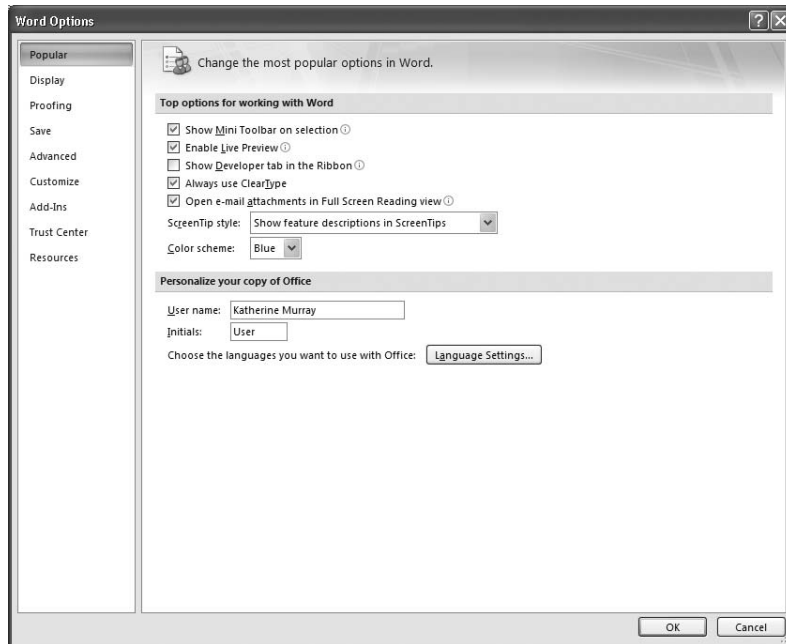


Figure 1-21 Display the Word Options dialog box by opening the Office Button and clicking Word Options in the bottom right corner of the menu.

Here's a quick rundown of what you'll find in each of the Word Options categories.

- Popular includes options for setting up Word the way you like it—choosing whether to turn off Live Preview and the Mini Toolbar, use ClearType, and display attachments opened from e-mail in Full Screen Reading view. It also allows you to personalize Word with your user name, initials, and set language choices.
- Display options include controlling the way the page appears (do you want white space to appear between pages in Page Layout view?), choosing whether you want formatting marks to show up on the screen, and specifying a number of print options.

- Proofing controls the options for working with AutoCorrect and setting up your choices for the spelling checker and the grammar checker. Additionally, you can indicate exceptions you want to apply to specific files.
- Save enables you to specify where you want to save your Word documents by default. Additionally, you can indicate how you want documents you share with others—or post to a document management server—to be saved and updated. The Save category also enables you to choose whether you want to embed fonts in your document so that others viewing your file will have access to the same fonts whether or not they are installed on their systems.

Note

Embedding fonts in your Word documents increases the size of the file.

- Advanced covers many options related to a variety of tasks in Word. You'll find options for editing; cut, copy, and paste; display; saving (these are different options from the ones shown in the Save category); printing; XML; and compatibility. You can also choose the number of documents that are listed in the Recent Documents list.
- Customize provides you with options for customizing the Quick Access Toolbar and setting up your own keyboard shortcuts.
- Add-Ins enables you to manage add-in programs that come with Word 2007 and those that you have added.

Setting Up the Microsoft Word Trust Center

The Microsoft Office Word Trust Center is a new feature in Word 2007 that provides enhanced privacy and security options when you are working with files from other sources or sharing the files you create

To display the Trust Center, click the Office Button and choose Word Options. Click Trust Center.

The opening screen of the Trust Center provides you with a series of links concerning privacy and security. Click the Trust Center Settings button on this first screen to see the full range of choices available to you (see Figure 1-22). The following list describes the types of items you can set up in each of the Trust Center categories.

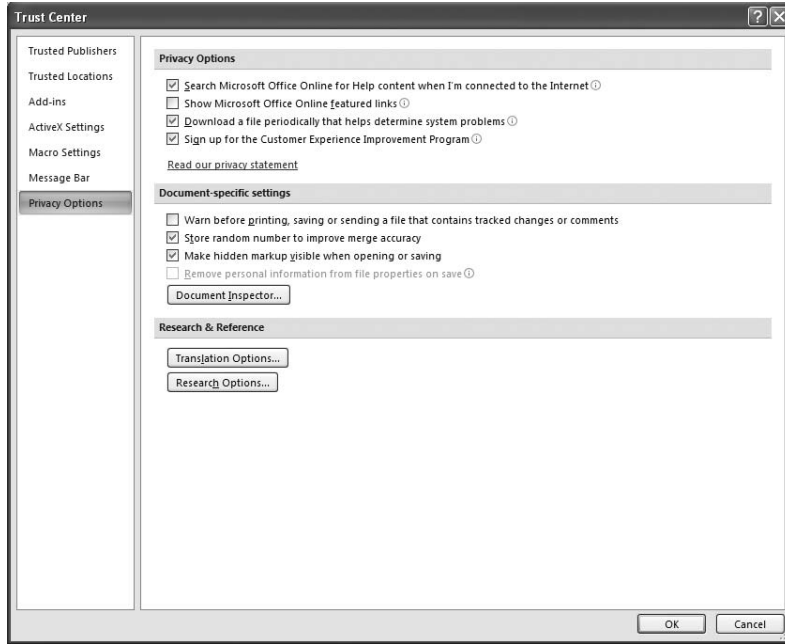


Figure 1-22 The Trust Center provides you with a number of categories you can use to protect your files and your computer system.

- **Trusted Publishers** enables you to specify which publishers of information, add-ins, and more you deem to be trustworthy. Only add people and organizations you know to be secure (it's better to be prompted each time you open a file if there's any chance that a file might be corrupt or have a virus attached). When you specify a publisher as a Trusted Publisher, Word automatically trusts macros in any files from that source.
- **Trusted Locations** is a list of acceptable locations and sites you trust. The locations may store documents or templates that include macros. You can add new locations, modify existing locations, and remove locations using this setting. When you open a document or template from a trusted location, the macros will be enabled automatically and you won't be prompted to enable or disable them.
- **Add-Ins** controls the way in which Word treats all third-party add-in utilities. There are three options in this setting: You can insist that all add-ins be digitally signed by the publisher, be prompted when an add-in is unsigned (the code will be blocked), or disallow all add-ins.
- **ActiveX Settings** lets you control how you want Word to handle all Microsoft ActiveX controls that are not recognized as being from a trusted source. Options range from disallowing the ActiveX controls to running in Safe Mode with restrictions.

- Macro Settings gives you options to control whether the macros you run in a document must be from a trusted source and digitally signed. You also have the option of enabling all macros (which isn't recommended) or disabling all macros.
- Message Bar settings enable you to specify when you want the Trust Center to display alerts in the Message Bar that appears just below the Ribbon. When you are opening a file from a questionable source, the Message Bar tells you that the source is not trusted and gives you options for proceeding. The Message Bar settings in the Trust Center give you the option of turning this notification off (it is turned on by default). Additionally, the Allow Trust Center Logging check box at the bottom of this screen gives you the choice of logging all notifications you receive in the Message Bar.
- Privacy Options provides you with settings that enable you to choose whether Word connects to the Internet when you search for help, whether files can be periodically downloaded to log problems with the software, and whether you are signed up for the Customer Experience Improvement Program. Additionally, you can choose document-specific settings (such as whether you are alerted before you send or print a document that has comments and tracking turned on) and translation and research options.

Note

If you're interested in setting up parental controls for your version of Word, go to the Trust Center and click Privacy And Research Options. Parental Control is available in the lower-right corner of the Research Options dialog box.

Using Your Word Resources

The last option in the Word Options dialog box is Resources. This is where you'll find links to enhance, improve, and—if necessary—fix the way Word operates. The Resources window is shown in Figure 1-23. As you can see, this is where you go when you want to get the latest update for your version of Microsoft Office, repair a problem you're having with Word, get contact information for tech support, activate your version of the program (the button will still say Activate even after your software has been activated), register for online classes, and more.

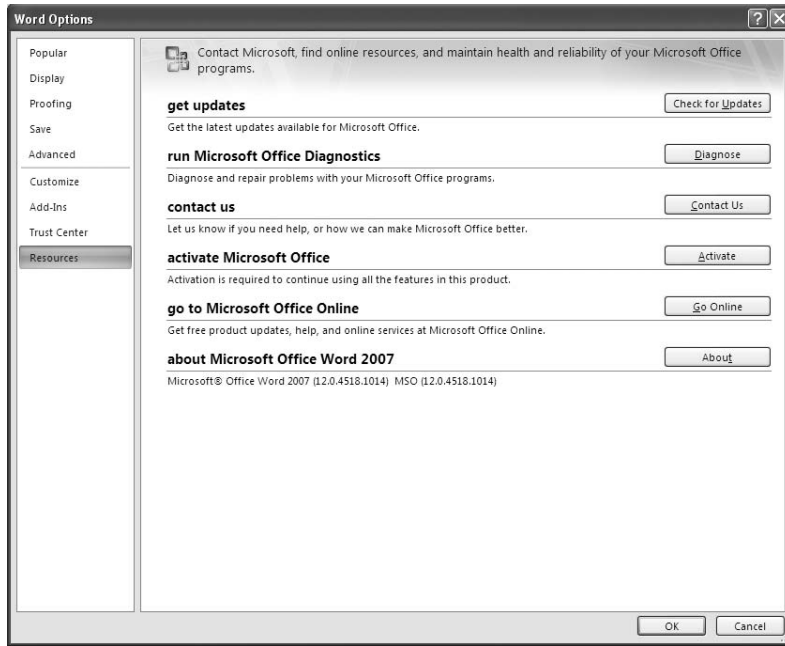


Figure 1-23 The Resources category in the Word Options dialog box enables you to get program updates, diagnose problems, and more.

And if you were wondering where in the world the About box went (formerly it was in the Help menu of all applications), here it is, tucked away at the bottom of the Resources list.

What's Next

This chapter introduced you to the way in which the working world has changed since the earliest versions of Word and brought you up-to-date by introducing the major new features in the Word 2007 release. The next chapter shows you how Word 2007 fits naturally into the life cycle of your documents—large and small—and gives you ideas for ways in which you can streamline your creative process, whether you're working on your own or as part of a team.