Word 2007 - Getting Started

Office Button
The File menu has been replaced with the Office button. From here you can create a new document, open, save, and print documents, and access Options for Word.

The Ribbon
The menu bar and toolbars have been replaced in Office 2007 by the Ribbon. The Ribbon has been designed to give you quicker access to things that you do frequently. This cheat sheet contains a brief description of how to use the Ribbon, as well as information about the Home, Insert, and Page Layout tabs, which are the most frequently used tabs.

Home Tab
The Home tab gives you access to the functions that you are most likely to use while using Word. From here you can set the text style, change font, size, color, justification, and a number of other things.

Insert Tab
When you want to insert something into your document, you have a few options. You can paste things into your document, drag and drop, or you can click the Insert tab to add something manually. From this tab you can insert a picture, chart, shapes, SmartArt, or just about anything you can think of.

Page Layout Tab
The Page Layout tab allows you to make changes to the layout and look of your document, and control things like margins, paragraph spacing, indents, page color and borders, and you can now apply color themes to your whole document.

Keyboard Shortcuts
Because there are no longer menus as in previous versions of Office, some of keyboard shortcuts have been changed. The most common keyboard shortcuts you remember are still intact, such as those for creating a new document, opening, saving and printing, and cut/copy and paste. To get to other functions with the keyboard, hit the ALT key. When you do this, the ribbon will be filled with letters that you can press on the keyboard to navigate around and get to the command you want. It takes a little bit of getting used to, but now you can learn the new keyboard shortcuts without touching your mouse, and your fingers no longer have to do acrobatic exercises because you press just one key at a time.

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