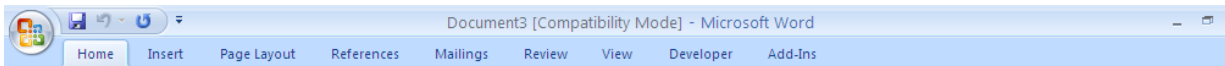
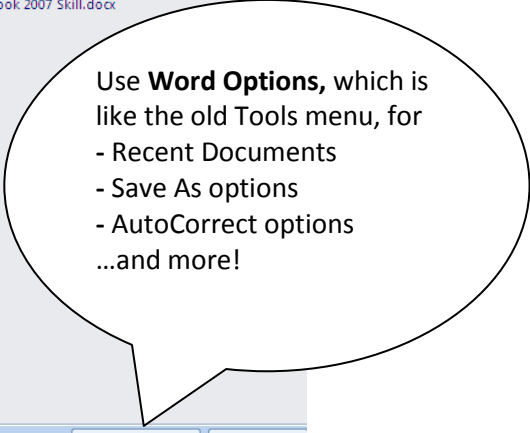
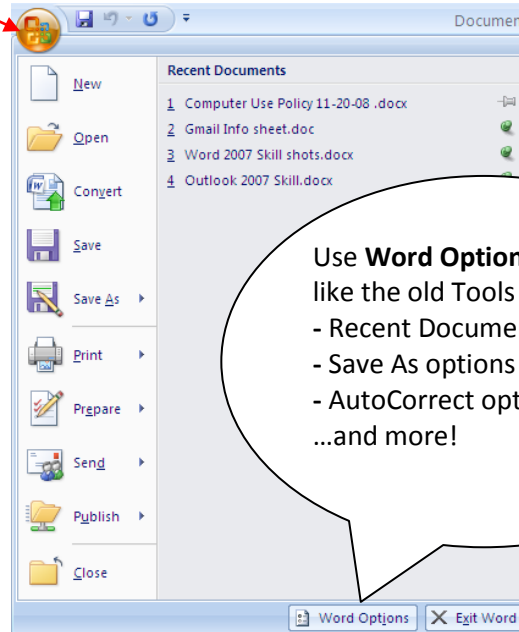


The **Office Button** is like the old File Menu. Click on it to see New, Open, Save, Save As and Print choices. Also, see a list of Recent Documents. "Pin" a document by clicking on it. It will stay in the list.

Quick Access Toolbar, located right of the Office Button, has shortcuts to commands you want to use regularly. To add commands or to place the toolbar below the ribbon, click on the down arrow and make choices. Another way to add commands is to right click any command and choose **Add to Quick Access Toolbar**.

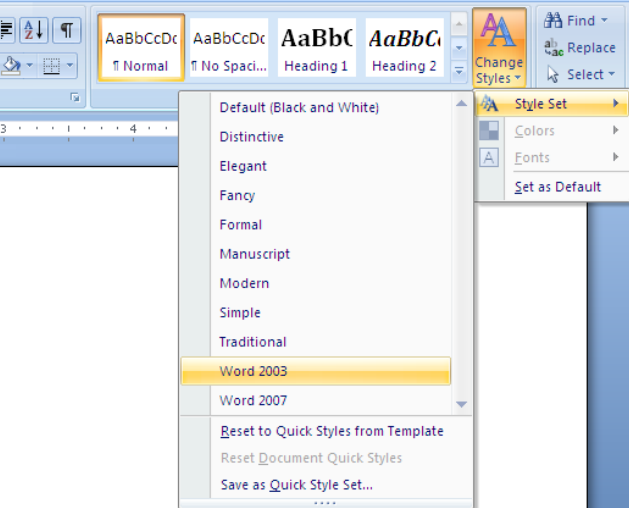


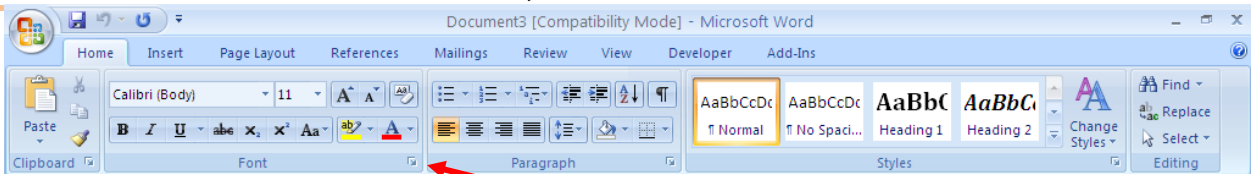
Word 2007 and single spacing

Word 2007, by default, is set for 1.15 line spacing. Why Microsoft did that, we'll never know but this is how you change it.

From the Home tab,

- Click on **Change Styles** (right side of ribbon)
- Click on **Style Set**
- Click on **Office 2003**
- Click on **Change Styles**, again
- Click on **Set as Default**

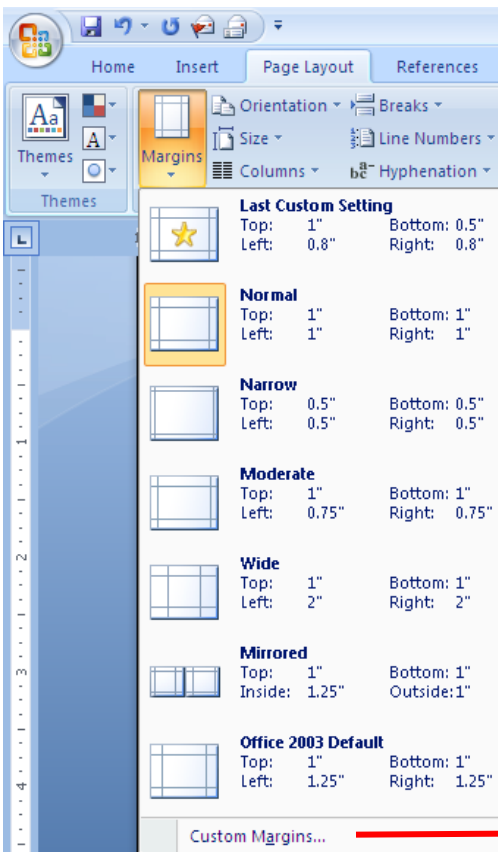
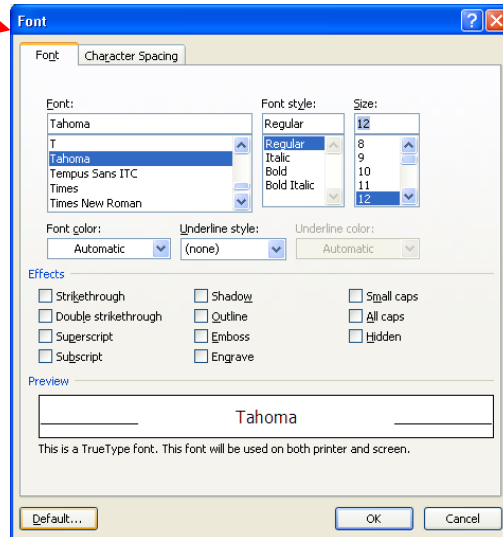




Font

The default font is Calibri. To change the default:

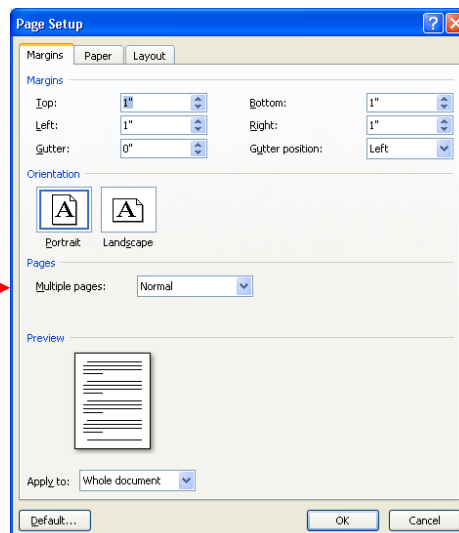
- Home Tab
- Click on the down arrow to right of **Font**
- Choose the font and size



Margins

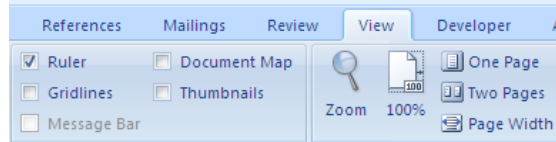
The default margins are 1 inch all around.

- Page Layout Tab
- Click on down arrow under **Margins**
- Choose a preset for a single document or click on **Custom Margins**
- Set margins
- Click on **Default** to change the margins for all new documents from this point forward.



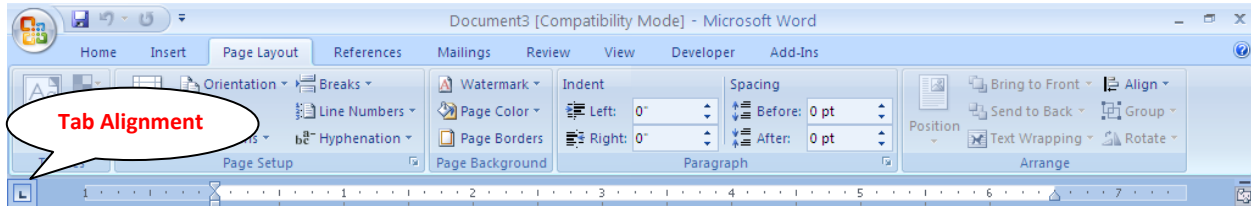
Ruler Bar – Display the Ruler Bar

From the **View** tab, checkmark **Ruler**.
The default is off. Be sure to turn it on.








Tabs

Set Tabs on the Ruler Bar



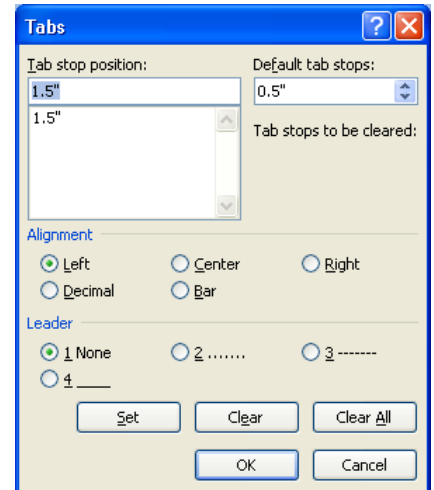
By default, there are tab stops set every 1/2 inch. Press the Tab key on the keyboard to move from one tab stop to the next. To set tabs at other intervals, click on the ruler bar wherever you want a tab stop. To remove a tab stop, drag the tab stop **down** into the document.

Use the **Tab Alignment** box, located left of the Ruler Bar, to choose different tab styles.

-  Left - Text will start after the tab
-  Center - Text will start and center on either side of the tab
-  Right - Text will start before the tab
-  Decimal - Numbers will align on decimal points
-  Bar - Places a vertical bar at the tab marker

Double click on a tab stop in the Ruler Bar to see the **Tabs** Dialog box.

Or, from the **Page Layout** tab, click on the **Paragraph** group. Click on **Tabs** in the lower left corner.



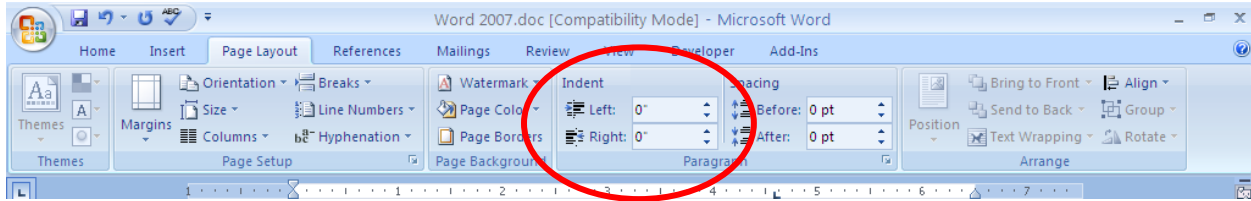
Double Indents

Type the paragraph you wish to indent.

Select it.

Page Layout tab

Look in the **Paragraph** Group.



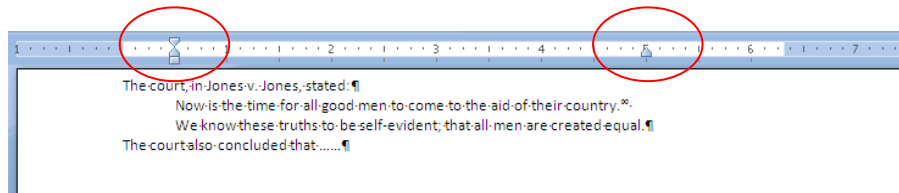
Click the arrows next to Indent Left and Right to increase or decrease the right and left indentations.

You can also use the **Ruler Bar**.

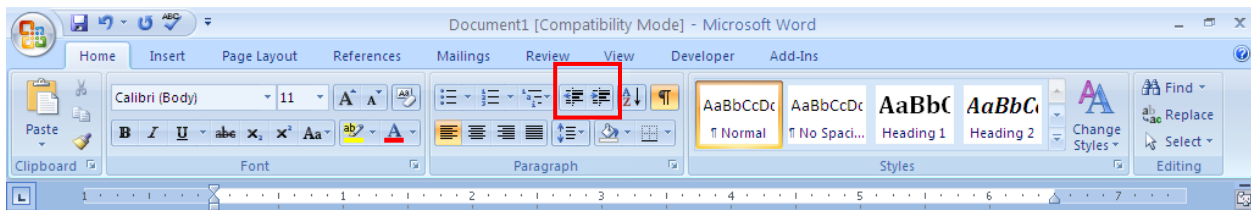
Type the paragraph you wish to indent.

Select it.

Drag the Indent markers in the Ruler Bar.



From the **Home** tab, you can also use the **Increase Indent** and **Decrease Indent** buttons in the **Paragraph** Group.



At the beginning of the paragraph, click on **Increase Indent**. Adjust the right indent marker in the Ruler Bar.

When finished typing. Press Enter to start the next paragraph. Click on **Decrease Indent** and adjust the right indent marker in the Ruler Bar.



Select a table to see the **Table Tools Design & Layout Tabs**

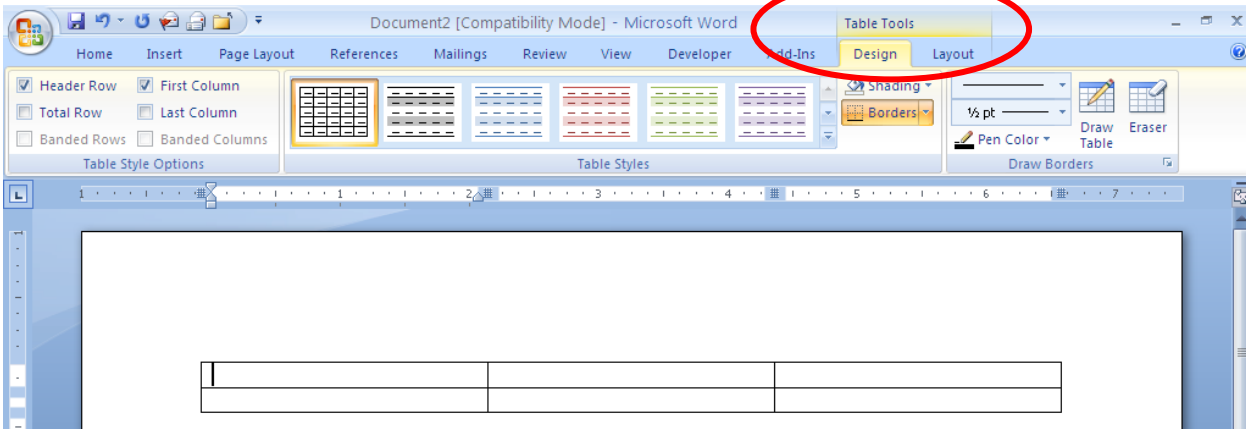


Table Tools Design Ribbon

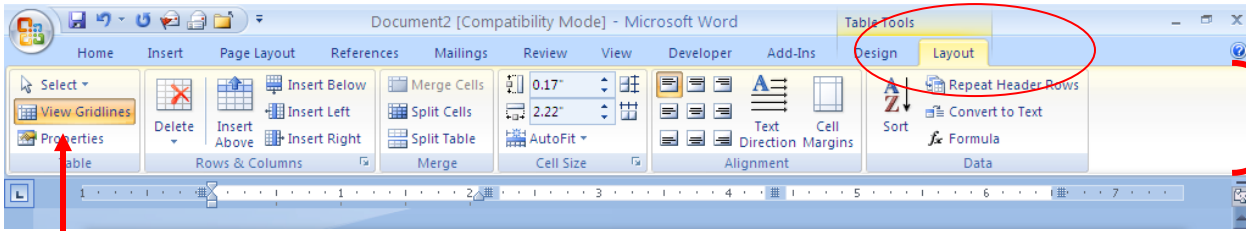
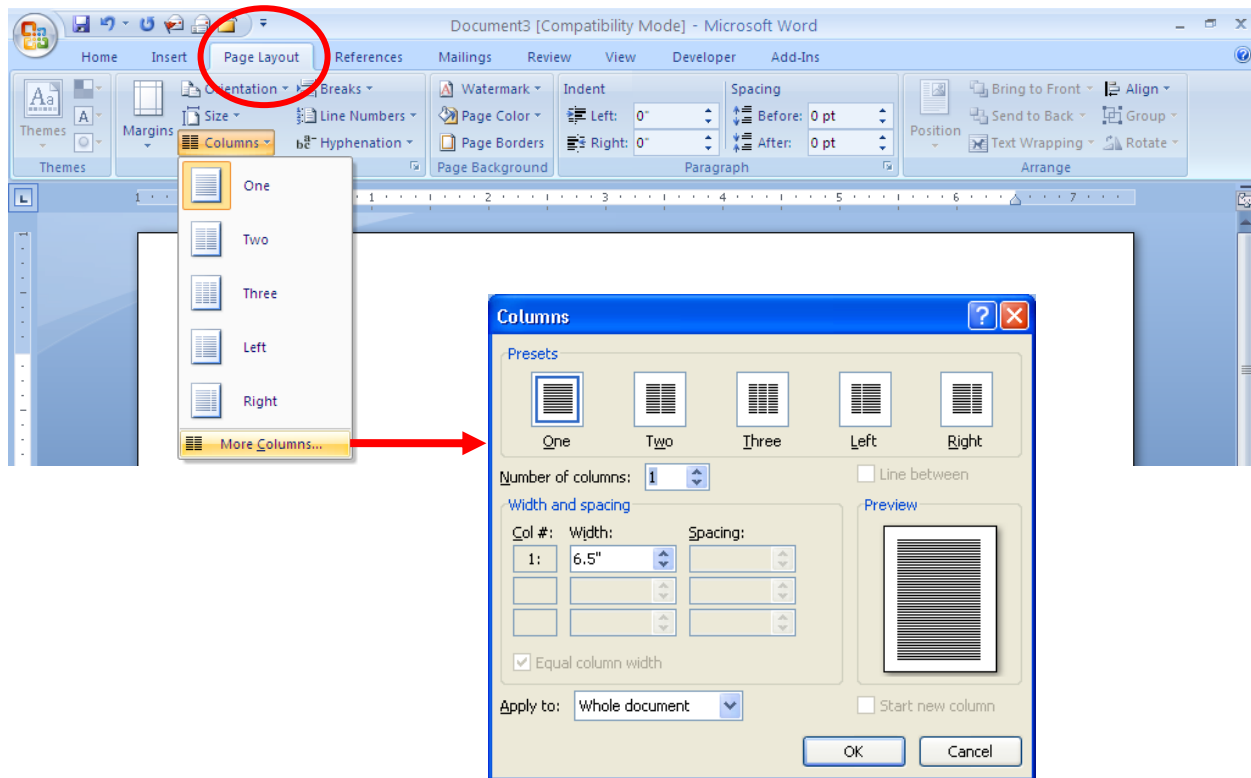


Table Tools
Layout Ribbon

Click on **View Gridlines** to turn on table gridlines if you cannot see them.

Columns are under the **Page Layout** Tab. In a Word column, text goes down the first column and wraps up to the second column. If you want side-by-side text, use Tables.



Free online tutorials for all Microsoft Office programs:
www.office.microsoft.com/training