1. The Screen and its Elements

In this section, we review the basic structure of Word 2007. You start the program by clicking the Windows Start Button at the bottom left, then click Programs. In the Programs menu there is a folder called Microsoft Office, and this is of course where you find Word.

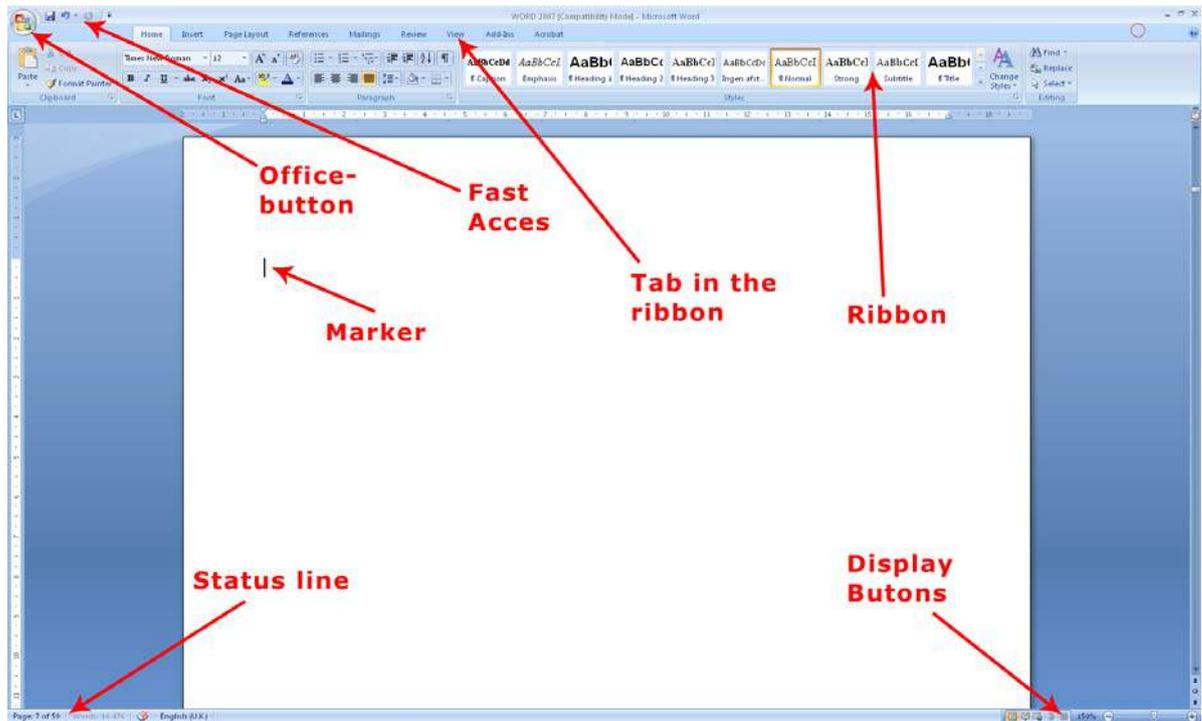When you start Word, you automatically start in a new blank document.

Figure 3: Word and its Screen Elements.

On its surface Word 2007 is a very simple and attractive program, and it is undoubtedly relatively easy to use, but there are some elements you need to familiarise yourself with.

1.1 The Office Button

In the upper left corner of the screen, you will find the round Office Button. It corresponds basically to the old "Files" menu.

Figure 4: The Office Button

When you click on the Office Button, a menu pops up. It is this menu you must enter when you want to create a new blank document, and when you need to save it. You will also find menu items for Preview and Print.

Figure 5: When you click on the Office Button, this menu opens.

It is also via the Office Button you get to Word Options, where you can configure a wide range of basic Options that determine how Word functions. If you are not very familiar with Word, you should stay far away from Options at this point.

1.2 Quick Access

The small, discrete "Quick Access" Toolbar is located just to the right of the Office Button. Using Quick Access, you can save, undo, etc. with a single click. "Quick Access" can be customised so you can choose the features that suit you. To do this, right-click on any button and choose Customize Quick Access Toolbar. Alternatively you can click the small arrow to the right of the Toolbar to enable you to quickly select and deselect features.
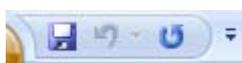

Figure 6: "Quick Acces" Toolbar

1.3 The View Buttons

With the View Buttons you can change the way your document is displayed.

The View does not change the way your document appears when you print it. The different Views each have their advantages depending on what you are working on.
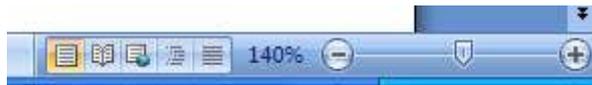
Figure 7: View Buttons

1.3.1 Print Layout

Print Layout is the default View. In this View, what you see on the screen is similar to the print-out. This View is good when you type text, and it is excellent when you want to position pictures and graphics as well as when you need to adjust page setup and margins. This View is probably the one you will use most often.

1.3.2 Full Screen Reading

Full Screen Reading is reminiscent of the Print Layout, but Ribbons and various buttons are hidden, so the screen space is used to display the document. This is a good View when you need to read a document on the screen.

1.3.3 Web Layout

This View shows how your document would look if you saved it as a Web page. Word can save documents in HTML format, so you can actually create simple Web pages in the program. However, I would recommend that you use a real Web site program for this purpose

1.3.4 Outline

This view differs somewhat from the others. To make use of it requires that you use Heading Styles. Outline View can display different levels of headers in your document, and it makes it easy to move around between entire sections and change the heading levels.

If you are writing long reports or manuscripts, Outline View is a great tool when you need to organise your document, but it is not suitable for reading or writing.

1.3.5 Draft

Draft View is suitable for writing. If there are pictures and graphics in the document, they are not displayed, which means that this View does not require much of the computer. If your computer is a little weak and you need to read a large document, this may be an option. Otherwise I do not think you need to use this View.

1.3.6 Zoom

The Zoom feature is easy to use, but in my opinion it is better to hold down the CTRL key on your keyboard while scrolling up and down with the scroll wheel on your mouse. Of course this requires that you have a mouse with a scroll wheel.

1.4 The Status Bar

The Status Bar, in the bottom left of the screen, shows at all times which page you are on, how many pages there are in total, and how many words there are in the document. There is also a small icon that moves as you type. It shows the Spelling and Grammar Check is active. It also says what language you are using (in case you are in doubt). Joking aside, when, for instance, it says "English", it means that Word understands what you have written to be English and applies the English Dictionary and Grammar Check on it.

Figure 8: Status Bar

If you start writing in another language, Word will understand after a few words that you are no longer writing in English. It is very handy that you can have text in multiple languages in the same document without the Spell Check getting messed up.