

UNIVERSITY OF WISCONSIN OSHKOSH

Word 2007

Edit and Format Text

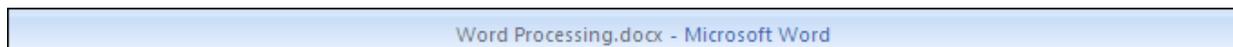
UW Oshkosh

1/29/2009

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The Word Environment

Title Bar



The **title bar** is the blue bar at the very top of the window. The title bar indicates which Microsoft program is being used and title of the current document. In the example above you can see that the title of the document is “Word Processing” and the program being used is Microsoft Word.

Microsoft Office Button

The Microsoft Office Button is located in the upper left corner of your screen. The button holds many of the same commands found under the file menu in previous versions of Word. Click on it to see commands for New, Open, Print, Save, etc.



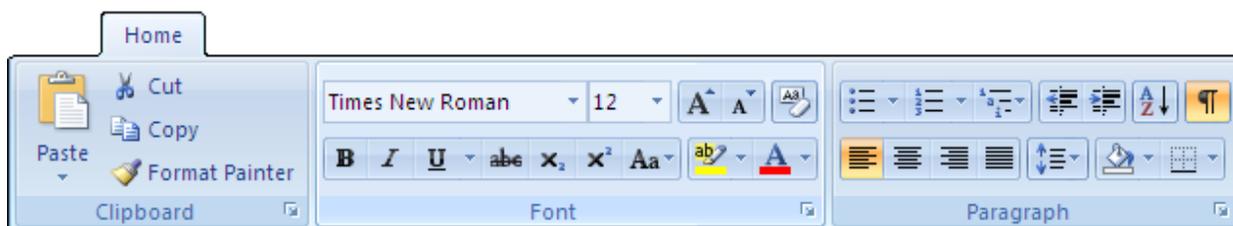
Quick Access Toolbar



The Quick Access Toolbar is a place reserved for the commands you use most often. Save, undo and Redo are included by default but additional commands can be added simply by right clicking the appropriate icon and selecting “Add to Quick Access Toolbar.”

Ribbons

Ribbons hold all the commands used to format and manipulate text in 2007. There are eight main ribbons that can be accessed by clicking the appropriate label. Additional ribbons will appear when an object requiring their use is clicked on. For example when you click on a picture, the picture ribbon will appear. Word 2007 does not allow the user to modify the ribbons but frequently used commands can be added to the quick Access Toolbar.



Groups

Groups are collections of commands that are available on the Ribbon tab you have selected. Groups change depending upon which tab you have selected on the ribbon. For example the Clipboard group above contains the paste, cut, copy and format painter commands.

Text Area

The text area of your document is where your typing will go. Although the text area is an invisible box, you can tell if you are in the text area by the way your mouse pointer looks while you move it. When

you have your mouse pointer in the text area you're pointer will look like an I-bar. See Appendix A for a picture of the text area.

Selection Bar

In Word 2007 there is a special area of the page that will help you easily select pieces of text. This area is called the selection bar and is located in the left margin of the page. You can tell if you are in the selection bar by the way your mouse pointer appears, if it looks like a white arrow, you are in the selection bar. See Appendix A for a picture of the Selection Bar.

Insertion Point

The insertion point is the place on the page where your text or picture will be inserted. You choose the insertion point by placing your mouse pointer somewhere in the text area and clicking. A small blinking line (cursor) will appear.

Horizontal and Vertical Scroll Bar

The horizontal scroll bar is located near the bottom of your page; the vertical scrollbar is on the right. The scrollbars allow you to quickly move up and down and left and right within your document. See Appendix A for a picture of the Scroll bars.

Status Bar

The status bar is found near the bottom of your Word 2007 screen; it provides useful information and can also serve as a kind of GPS for your document. By default the status bar contains the page number and word count of a document. However more information can be added by right clicking the bar. View buttons and zoom are also found on the Stats Bar



View Buttons

The view buttons are located on the status bar and allow a user to see a document in different ways. It is important to remember that even though your document may appear different, nothing has changed. A document in print layout view will print exactly the same way it will in reading layout view. See the table below for a description of each view.

	Print Layout: allows you to see exactly how text will look on the printed page.
	Full Screen Reading: allows the user to maximize the space available for reading or commenting on the document
	Web Layout: view the document as it would look as a web page
	Outline: allows you to look at the structure of a document and to move, copy, and reorganize text by dragging headings.
	Draft: View the document as a draft to quickly edit text. Certain elements of the document such as headers and footers will not be visible in this view

Table 1: View Buttons

Get Help Using Word

Word 2007 has a built in help feature that is able to provide answers and step-by-step instructions to questions or problems you may be experiencing. The help feature can be accessed by pushing the help icon in the upper right corner of the screen. 

Help Window

The help window lists a variety of topics that users commonly need help with. Click on the appropriate heading to get a list of subtopics related to the main heading. Click the desired topic to receive information and instructions on completing the task described.

If none of the topics provided seem to fit your need, a search field is provided at the top of the window. Simply type in a topic with which you need help and a list of possible solutions will be provided.

Enter Text

Formatting Marks

When typing in word there are many formatting marks that are present and you never even notice. Although items such as tabs, spaces and page breaks appear to be invisible, they really have special marks that serve as place holders for the empty space. To see the invisible marks press the show hide button on the formatting toolbar. 



Default Typing Options

Word 2007 has many built in features that will help you as you type. Many of these things happen automatically without you noticing.

1. **AutoCorrect** fixes common typographical errors, misspelled words and incorrect capitalization.

2. **Smart Tags** are represented by a lightning bolt button. 

They are usually displayed when Word does something automatically or wants to help you in some way. If you click on the smart tag a list of options relating to the action performed will appear.

3. **Spelling and Grammar** mistakes are caught as you type. Spelling errors are indicated using a red wavy line beneath the misspelled word. Grammar errors are signified with a green wavy line.
4. **AutoText** inserts common or frequently used text automatically. For example if you type T-U-E-S, Word guesses that you are going to type Tuesday. When the yellow auto text box shows up, press enter and Word will finish typing the rest of the word for you.

Enter Text

The main function of Word 2007 is to be a word processor. To enter text:

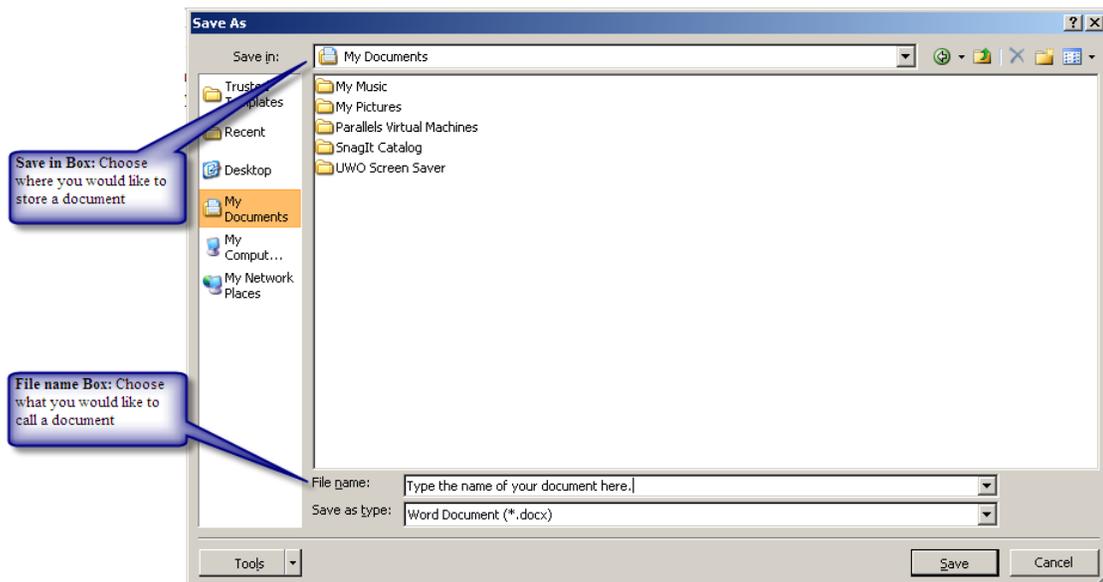
1. Click the insertion point into the Text area. The insertion point is in the text area when the mouse pointer changes from an arrow into an I-beam.
2. Type the text you want to appear in the document.
 - a. **Press Enter** to end a paragraph or to create a blank line between paragraphs
 - b. **Press Tab** to indent the insertion point a half inch to the right.
 - c. **Press Backspace** to delete the character or space to the immediate left of the insertion point.
 - d. **Press Delete** to delete the character or space to the immediate right of the insertion point.

Save a Document

Save As

The first time you ever save a document you want to use the “Save As” command. This allows you to name your file and say exactly WHERE you want it saved.

1. Click the **Office Button**.
2. Click **Save As**
3. A new window will open; “Save As” will be in the title bar (see below).
4. Select the location to save your document
 - a. Click the dropdown arrow next to the “**Save in**” box
 - b. Locate the appropriate drive and folder in which to store the document
5. Type the name of the document in the **File Name Box**.
6. Click the Save Button



Creating New Folders

New Folders can be created while the Save As Dialog Box is open.

1. Click the Create New folder Button on the Save As **dialog box toolbar**. 
2. Type a name for the new folder in the Name text box.
3. Click OK

Save an Existing Document

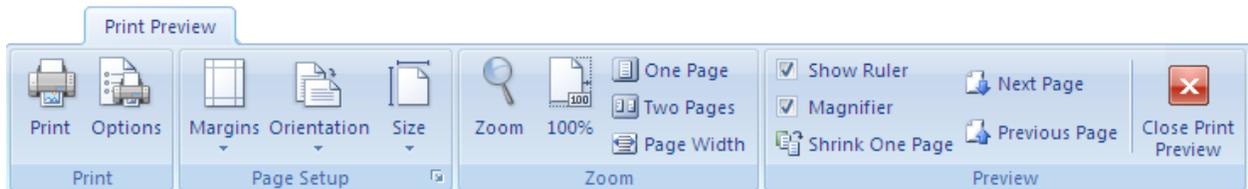
To **save changes** to an existing document (one that was previously saved):

1. Click the Save button on the Quick Access Toolbar 
OR click the Office button and click save.
OR press Ctrl+S keys

Preview a document

Often times you may want to preview your document before you print it. This will allow you to catch any major mistakes or make changes before you waste paper in the printing process.

1. Click the Office button.
2. Drag down to the Print command and let your mouse rest briefly on the command.
3. A new part of the menu will open, Click Print Preview
4. While in Print Preview mode a new ribbon is displayed.



5. Use the ribbon to modify the look or functionality of the print preview window
 - a. Print: will activate the print dialog box
 - b. Options: will activate the Options dialog box, where Word 2007 settings can be modified.
 - c. Margins: will allow the user to change the margins of the current document
 - d. Orientation: allows the user to change page orientation from portrait to landscape.
 - e. Size: allows the user to change the size of the paper the document will be printed on.
 - f. Zoom: all buttons under the Zoom section will allow the user to modify how many pages and how large those pages appear in the print preview view.
 - g. Show Ruler: Check the box to view the ruler on the preview page

- h. Magnifier: When checked, a user can click on the document to zoom in on the document.
- i. Shrink One Page: When this feature is used, word will attempt to shorten a document that is just a bit too long by decreasing font size incrementally by a half point.
- j. Next/Previous Page: Allows the user to preview the next page in the document
- k. Close Print Preview: will return the user to the regular view of the document

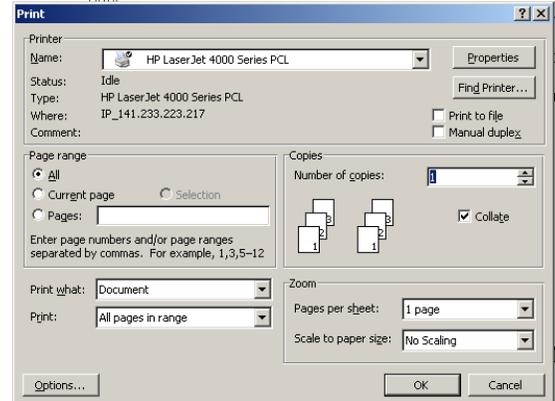
Print a Document

There are several ways to print your document.

1. Click the Office Button, drag Down to print
2. Drag down to the Print command and let your mouse rest briefly on the command.
3. Click "Print"

Note: Quick Print will send your document directly to the printer, you will not have access to the Print dialog box.

4. The Print Dialog Box is divided into different sections.
 - a. Printer: You can select a different printer, display printer properties, and display the selected printer's status.
 - b. Print Range: You can specify exactly which pages you want to print.
 - c. Copies: You can select the number of copies you want and whether or not they are to be collated.
 - d. Print What: You can print the document itself or other document attributes, such as its properties or Auto Text entries.
 - e. Zoom: Save paper by specifying how many pages will be printed on a single sheet of paper.
5. Set the desired print options.
6. Click OK



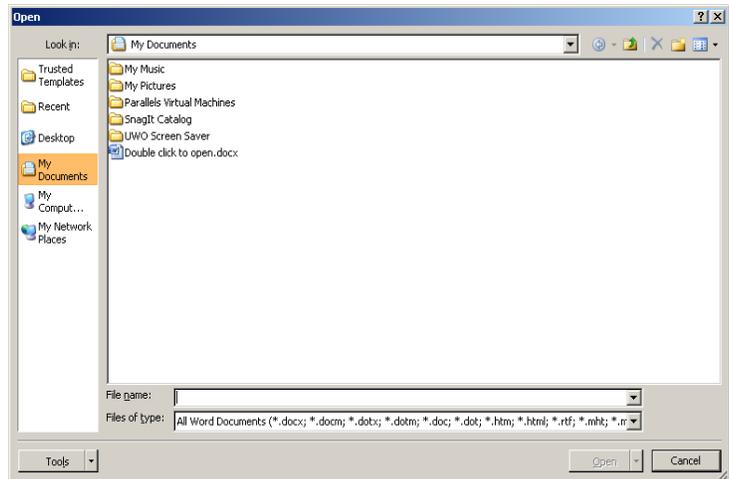
Navigate in a document

You may think you already know how to navigate in a document, all you need to do is move your mouse right? Wrong. By learning to effectively navigate in a document you will see yourself being able to accomplish things much faster than you have in the past. However, first you need a document to navigate in.

Open a document

1. Click the Office Button
2. Click Open
3. The Open dialog box appears.

Hint: Imagine that the computer is a file cabinet. The “Look in:” drop down box is the “drawer” you open to find a particular file or folder.



4. Double click the icon of the drive or folder to open.
5. Continue to double click the appropriate folders until you find the document you would like to open.
6. Double click the icon of the document to open it.

NOTE: Icons in the “My Places Bar” on the left side of the window are shortcuts to commonly used folders & files. You can create shortcuts to your personal files by clicking the “Tools” dropdown arrow, “add to my places.”

Moving In a Document

Learn to effectively move around in an open document.

1. Use the scroll bars on the right and bottom of the window.
2. Click where you would like the insertion point to appear
3. Use the keyboard arrows.
4. Try the methods from the table at right.

Right Arrow	One space to the right.
Left Arrow	One space to the left.
Ctrl+Right Arrow	One word to the right.
Ctrl+Left Arrow	One word to the left.
Down Arrow	One line down.
Up Arrow	One line up.
Ctrl+Down Arrow	One paragraph down.
Ctrl+Up Arrow	One paragraph up.
Page Down	Down one screen.
Page Up	Up one screen.
Ctrl+Page Down	To the top of the next page.
Ctrl+Page Up	To the top of the previous page.
End	To the end of a line.
Home	To the beginning of a line.
Ctrl+End	To the end of the document.
Ctrl+Home	To the top of the document.

Insert Text

1. Place the insertion point at the location where new text is to be inserted.
2. Type the new text.

Select Text

Making changes to a document usually involves using the mouse and/or keyboard to select text to be modified. Try the selection methods described in the following table.

Method	Instructions	How to make the Selection
Drag	Drag over text	Place the insertion point at one end of the text you want to select. Press and hold the mouse button. Move the mouse pointer to the other end of the text; this creates a highlighted area (a selection between the two ends. Then release the mouse button. This method is ideal for small selections, such as individual characters.
Select a word	Double click word	Place the mouse pointer over the word you want to select and double-click the mouse button. Word selects the trailing space along with the word, but not punctuation marks.
Select a sentence	Ctrl+click word	Place the mouse pointer over the sentence you want to select. While pressing Ctrl, click the mouse button. Word selects end punctuation and trailing spaces along with the sentence.
Select a line	Click in Selection bar.	Place the mouse pointer over in the selection bar next to the line you want to select. The mouse pointer will change from an I-beam to a right-pointing arrow. Click the mouse button and Word selects the entire line of text.
Select Multiple Lines	Drag in selection bar	Place the mouse pointer in the selection bar next to the first or last line of text you want to select. Press and hold the mouse button, and drag down or up to select additional lines.
Select a Paragraph	Triple click in paragraph	Place the mouse pointer over the paragraph you want to select and triple click the mouse button. Word automatically selects the paragraph mark along with the paragraph
Select a document	Triple click in Selection bar Or press Ctrl+A	Place the mouse pointer over the selection bar and, while pressing Ctrl, click the mouse button, or point in the selection bar and triple-click. (You can also choose Edit → Select All, or press Ctrl+A
Select variable amount of text	Shift and Click	Place the insertion point at the beginning of the text you want to select. While pressing Shift, press the desired arrow keys to select just the text you want.
Extend a Selection	Shift+→	Make a selection. While pressing shift, press the right arrow key to extend the selection one character at a time, or press the Down Arrow key to extend the selection on line at a time.
Shorten a Selection	Shift+←	Make a selection. While pressing shift, press the Left Arrow key to shorten the selection one character at a time, or press the Up Arrow key to shorten the selection one line at a time.
Select items that aren't next to each other	Ctrl+drag	Select the first item (a line or paragraph, for example), press and hold Ctrl, and use the mouse to select any additional items you want.
Deselect	Click elsewhere	Make another selection, or click the mouse button anywhere in the text area away from the selected text.

Move and Copy Text

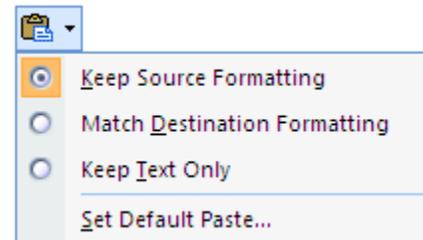
One of the advantages of using word is the ease in which you can move and copy text to different areas of a document or to an entirely different document.

Move Single selection of Text

1. **Select** the text you want to move using the techniques from the previous section
2. **Cut** the selected text using one of the following methods.
Click the Cut button on the Home Ribbon. 
OR Press Ctrl + X
OR Right click and choose "Cut."
3. Place insertion point where you want to move the
4. **Paste** the selection using one of the following methods.
Click "paste" on the Home ribbon. 
OR press Ctrl + V
OR right click and choose "Paste."

Paste Options

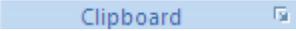
When you paste a selection of text a small icon will appear close to where you pasted your text. It is called a smart tag and usually appears when Word has another question about an action you just performed. When you run your mouse pointer over the icon a series of choices will appear. The choices given to you by a Paste Options smart tag are:



Keep Source Formatting	Pastes the item as is, retaining the original formatting so the pasted item looks just like it did when it was copied.
Match Destination Formatting	The copied item's original formatting is replaced by the formatting used at the destination where item is pasted
Keep Text Only	Pastes only item, stripping all formatting that may have been copied.
Set Default Paste	Allows the user to set how items are always pasted

Clipboard Task Pane

In some cases you may want to move many different selections of text to another area of your document or to a different document. This is very easy to do when you use the clipboard Task pane. The clip board serves as a storage area for things that you have cut or copied from a document. To view the clipboard:

1. Click the Home Ribbon, the Clipboard group is on the far left.
2. Click the Clipboard dialog box launcher. 

Move several selections of text

1. Select the text you want to move.
2. Cut the selected text.
3. Repeat steps 1 and 2, items will be added to the clipboard
4. Place the insertion point where you want to move the text.
5. In the **Clipboard task pane**, click the cut item that you want to paste into the document.
6. Repeat steps 4 and 5 as needed.

Copying Text

To copy a selection of text...

1. Select the text you want to copy
2. **Copy** the selected text using one of the following methods.
Click the Copy button on the Home Ribbon.
OR Press Ctrl + C
OR Right click and choose "Copy"
3. Place insertion point where you want the text pasted to.
4. **Paste** the selection using one of the following methods.
Click paste on the Home Ribbon. 
OR Press Ctrl + V
OR Right click and choose Paste.

Drag and Drop

When **moving selections of text only a short distance** it may be easier to use the **Drag and Drop** method.

1. Select the text you would like to move.
2. Click on the selected text holding down the left mouse button, begin dragging it.
3. Your mouse pointer will turn into an arrow with a small piece of paper.
4. Move your mouse pointer to the new location of the text.
5. Release the mouse button

NOTE: This same method can be used to copy a piece of text just hold down the Ctrl key while dragging.

Delete Blocks of Text

1. Select the text you want to delete.
2. Delete the text using one of the following methods.
 - a. Press Delete.
 - b. OR Press Backspace

Undo Changes

The undo button is found on the Quick Access Toolbar and will help you to quickly and easily undo any changes you have made to a document since your last save.

To undo the most recent change use one of the following methods.

1. Click the undo button located on the standard toolbar. 
2. Press Ctrl + Z

To undo a series of changes.

1. Press the drop down arrow next to the undo button.
2. All the changes that have recently been done are displayed in the order in which they were completed.
3. Drag down to highlight all the changes you would like to undo. You can not pick and choose the changes, you must undo them in the order they were made.

NOTE: You can redo any change after you have undone it by pressing the **Redo button**  on the Quick Access Toolbar or by pressing Ctrl + Y. The same rules that apply for undoing multiple actions will work with the redoing multiple actions

Find and Replace Text

The find and replace window can be very helpful when you need to quickly locate a certain name, place, or other piece of text.

Find Text

Display the Find and replace window.

1. Activate the Home Ribbon
2. Click the Find Button 

OR Press Ctrl+F

3. The Find and Replace dialog box will appear.
4. In the “Find What” box, type the text you want to locate.
 - a. If necessary, set search options.
 - b. Click the “More” button to display search options.
 - c. Set the desired options.
 - d. Click the “Less” button to hide the search options.
5. Click Find Next to locate the first occurrence of the text in the document.
6. Continue clicking Find Next to advance to the next occurrence.
7. When Word has finished searching the document, click OK.
8. When finished, click Cancel to close the Find and Replace dialog box.



Highlight Found Text

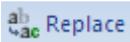
Word 2007 allows you to highlight found text in a document.

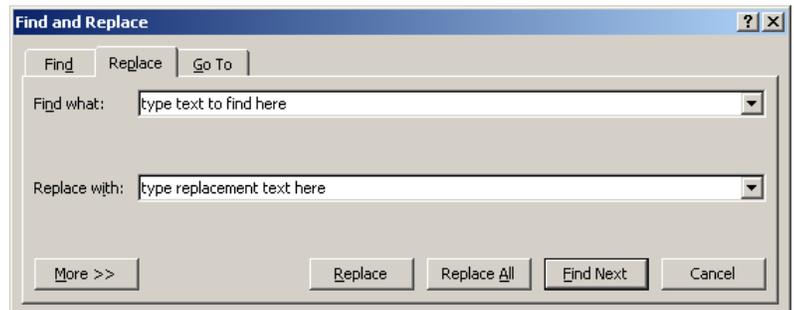
Display the Find and replace window.

1. Activate the Home Ribbon
 2. Click the Find Button  Find
- OR Press Ctrl+F
3. In the “Find What” box, type the text you want to locate
 4. Click the Reading Highlight button to either highlight found text or clear highlighting

Replace Text

Display the Replace tab in the Find and Replace dialog Box.

1. Activate the Home ribbon
 2. Click the Replace Button  Replace
- OR press Ctrl+H
3. In the Find What text box, type the text you want to locate.



4. If necessary, set search options by clicking the “More” button.
5. In the “Replace with” text box, type the text that you want to substitute for any found occurrences.
6. Click Find Next to begin the search. In the document’s text area, Word 2007 will highlight the first occurrence of the found text. You can then make one of these decisions:
 - a. Replace: Click to replace the highlighted text and continue searching for the next occurrence. In this way, you replace selected text on a case-by-case basis.
 - b. Find Next: Click to leave the highlighted text unchanged and continue searching for the next occurrence.
 - c. Replace All: Click to replace all occurrences of the text at the same time. Be careful—if you use Replace All you can easily make changes you didn’t intend to make.

Use the Thesaurus

1. Activate the Review Ribbon
2. Click the Thesaurus Button
3. The task pane will appear at right with a list of alternative words
4. Run your mouse pointer over the word you would like to use, click Insert

Quick Thesaurus

1. Right-click the word for which you want to find a synonym.
2. A menu will appear, Click “Synonyms.”
3. A list of similar words will appear; click the one you would like to use. It will automatically be inserted into your text.

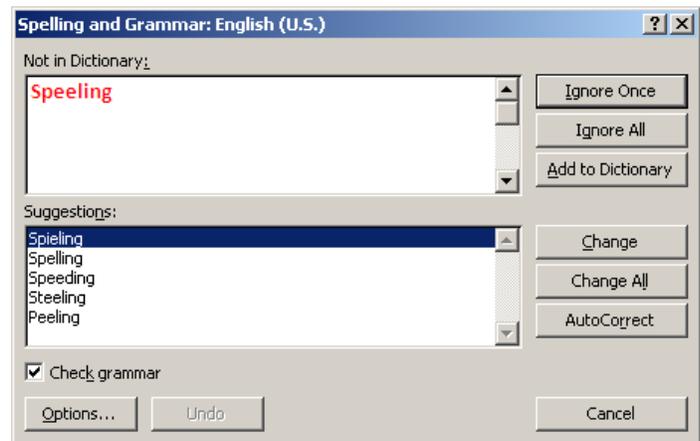
Check Spelling and Grammar

Word will check your spelling and grammar as you type. If you misspell a word a wavy red line will appear under it. To correct the misspelled word, right click your mouse on that word, a dialog box will appear containing several correctly spelled possibilities. Click the appropriate choice and Word will automatically insert the correctly spelled word.

The same procedure will work for grammar mistakes; only instead of a red line Word underlines grammar mistakes with a wavy green line. Right click the word(s) that are causing trouble and select the option from the dialog box with the corrected grammar.

You can also check your entire document using the spelling and grammar checker.

1. Make sure your insertion point is at the top of your document.
2. Activate The Review Ribbon
3. Click the Spelling and Grammar button
4. The first spelling or grammar error is displayed in the Spelling and Grammar dialog box. Indicate how you want to proceed.



- a. **Ignore:** Click to skip the occurrence this time, but find the next occurrence. In this way, you correct found text on a case-by-case basis.
 - b. **Ignore All:** Click to skip all misspellings like this word.
 - c. **Add To Dictionary:** Click to add the occurrence to the dictionary. This will allow Word to recognize the occurrence as correct.
 - d. **Change:** Click to replace the found text with the selected correction from the Suggestions box.
 - e. **AutoCorrect:** Click to have Word make this change automatically in the future. **Change All:** Click to replace all occurrences of the highlighted text with the suggested word at the same time. **Be careful** – if you use Change All, you can easily make changes you didn't intend to make.
5. Click OK to close the Spelling and Grammar checker.

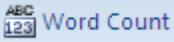
Research Task Pane

The Research Task pane helps you make your document as clear and concise as possible. It contains all the tools that you might need; a dictionary, thesaurus, encyclopedias and it will even allow you to search for information on the internet. To use these tools...

1. Activate the Review Ribbon
2. Click the Research button.
3. Enter the text or subject you would like to find information on in the “**Search for**” box. If you would like to search all reference books, press enter or press the green arrow. If you prefer to narrow your search to just the dictionary or thesaurus press the dropdown arrow next to the text box.

4. Click on the reference text you would like to use.
5. Word will automatically direct you to the information you need.

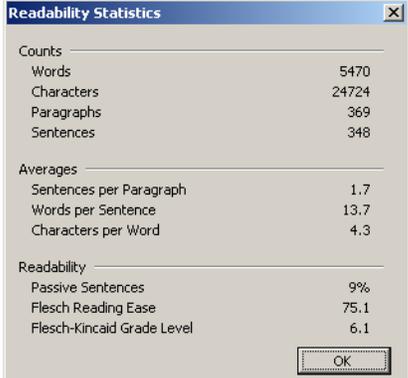
Check Word Count

1. Indicate the text that is to be counted.
 - a. If you want to count the number of words in a specific piece of text, select it.
 - b. If you want to count the number of words in the entire document, do not select any text.
2. Activate the Review Ribbon.
3. Click the Word Count button. 
4. The word count dialog box displays the counted statistics.
5. Click Close.

Check Readability Statistics

Word is able to analyze your document and give you detailed information regarding the readability of your writing.

- **Counts:** includes the total number of words, character, paragraphs and sentences in the document.
- **Averages:** the average number of sentences per paragraph, words per sentence and character per word.
- **Readability:** the percent of passive sentences and readability scores based on the number of syllables per word and the number of words per sentence.



Readability Statistics	
Counts	
Words	5470
Characters	24724
Paragraphs	369
Sentences	348
Averages	
Sentences per Paragraph	1.7
Words per Sentence	13.7
Characters per Word	4.3
Readability	
Passive Sentences	9%
Flesch Reading Ease	75.1
Flesch-Kincaid Grade Level	6.1
OK	

To enable readability statistics

1. Click the Office Button
2. Click the Word Options button at the bottom of the menu
3. Select “Proofing” from the menu at left
4. Under the section labeled, “When correcting grammar in word”, select the “Show readability statistics” check box.
5. Run the spell checker.

Change the Font and Font Size

Word 2007 allows you to quickly and easily change how text appears on the page.

Change Text Font

1. Select the text you would like to change.
2. Click the Font dropdown menu on the Home Ribbon.
3. Drag down to the type of font you would like to use.



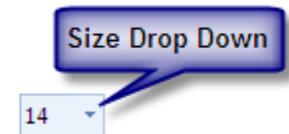
NOTE: Notice how the selected text changes as you run your mouse over the various fonts, this is called live preview which is new in 2007.

4. Click the desired font.
5. Your text will immediately change.

Change Text Size

In addition to the Grow Font  and Shrink Font  buttons which let you increase the size of selected text incrementally you can also change size using the size drop down.

1. Select the text you want to change.
2. Click the size dropdown menu on the Home Ribbon.
3. Drag down to the size font you would like to use.



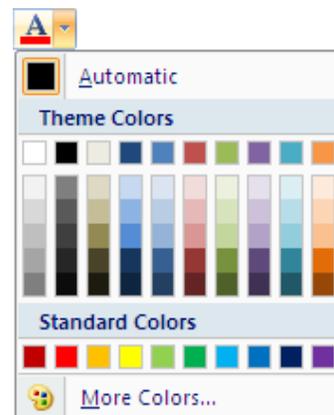
NOTE: Notice how the selected text changes as you run your mouse over the various sizes, this is called live preview which is new in 2007.

4. Click the desired size
5. Your text will immediately change.

Change Text Color

1. Select the text you want to change.
2. Click the font color button on the Home Ribbon.
3. Select the color for the font.

NOTE: If you don't see a color you like, drag down to "more colors." The Colors dialog box will appear, click the color from the palette you would like to use and click OK.



Apply Effects

Word allows you to change your text in even more ways than just adjusting the font, size and color. Word has built in font effects you can apply to your text.

Apply Font Effects

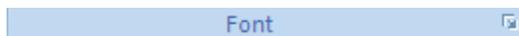
Effects are located on the Home Ribbon.

1. Select the text you want to modify
2. Run your mouse over each button to get a description of the command and how it will affect the selected text.
3. Click the button on that corresponds to the type of effect you would like to apply.
4. Your text will immediately change to reflect the modification.

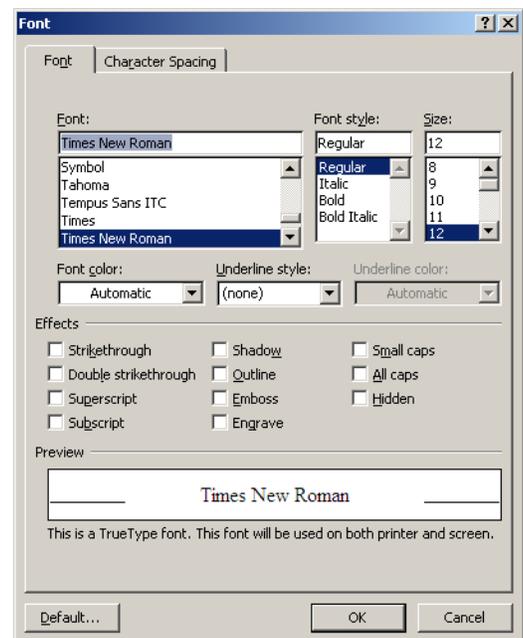
Format Font Dialog Box

The Ribbons are great tools that let you change one aspect of your text at time. If you would like to make multiple changes, the Format Font dialog box may be more helpful.

1. Click the Font Dialog Box Launcher by clicking on the arrow in the right corner of the Font group



2. The Font Dialog Box will appear.
3. Click the Font tab.
4. Use the scroll bars to view different options of Font and Size.
5. Click the Font, Style or size you like.
6. Click OK to apply changes



Apply More Effects

Although some effects are available on the Home ribbon, additional effects can be accessed through the Font Dialog box

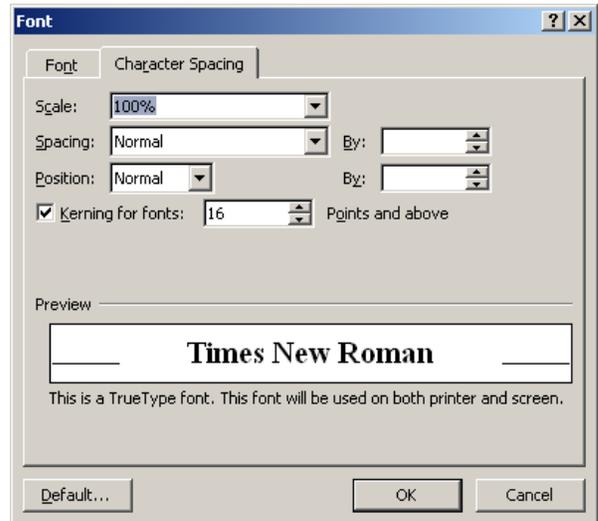
1. Select the text you want to affect.
2. Launch the Font Dialog Box
3. Click the Font tab.

4. Click the checkbox next to the effect you would like to use.
5. Click OK to close the Font dialog box and apply the effect to your text.

Character Spacing

You can also change the way text in a document looks by modifying the character spacing.

1. Select the text you want to modify
2. Activate the Home Ribbon
3. Launch the Font Dialog Box
4. Click Character Spacing Tab
5. Use the dropdown menus to modify the following text spacing characteristics.
 - a. **Scale:** Increases or decreases character size by a given percentage
 - b. **Spacing:** Moves characters in selected text closer together or farther apart by a given number of points
 - c. **Position:** Raises or lowers text by a given number of points. Position is different from Superscript or Subscript because font size does not change.
 - d. **Kerning:** Certain pairs of letters appear closer together or farther apart than normal spacing. Kerning Expands or condenses individual pairs of letters to create the appearance of even spacing. This phenomenon is more apparent with larger font sizes. Example: Tap



Highlight Text

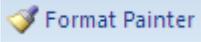
1. Activate the Home Ribbon
2. Select the text you want to modify.
3. Apply a highlight color.
 - a. To apply the default color, click the Highlight button  on the Home Ribbon.
 - b. Or, to apply a different color, click the Highlight button's drop-down arrow and select the desired color from the color palette.

4. Highlight text by dragging and holding down the left mouse button over the text to be highlighted.
5. Click the highlighter button on the ribbon to turn the highlighter off.

NOTE: You can highlight multiple sections of text by turning the highlighter on before you select any text. Your mouse pointer will then turn into an I-beam with a little pen, highlight the text by selecting the text you want highlighted. The highlighter will remain active until you press the button  again.

6. To remove highlighting, select the highlighted text. Click the Highlight button's drop-down arrow. Select "None."

Copy Text Formats

Occasionally you may want to apply the same formatting to several different areas of your document. Instead of using the font dialog box or ribbon over and over again it is much easier to copy and paste the formatting onto a new piece of text. The format painter tool  is especially helpful in these situations.

Copy Text Formatting to One Text Selection

1. Select the text with the formatting you want to copy.
2. On the Home Ribbon, click the Format Painter button once. This copies the existing text formatting.
3. Select the text to which you want to apply the copied formatting to. The format painter immediately applies the copied formatting to the new selection.

Copy Text Formatting to Several Text Selections

1. Select the text with the formatting you want to copy.
2. Double-click the format painter button.
3. Drag to select the first piece of text that the copied formats should be to.
4. Repeat step 3 as needed.
5. When finished applying the copied text formatting, click the Format Painter button to turn it off.

Styles

Applying Styles

Styles are a great way to quickly format different portions of text. Word 2007 has many premade styles available for your use in the Styles gallery. The most useful part of styles is that each style in a style set coordinates with all the others so it is very easy to format a professional looking document in a short amount of time.

1. Select a portion of text
2. Run your mouse pointer over the style types offered on the home ribbon to see how they will look in your document.

Note: more styles are available by clicking the dropdown menu icon  immediately adjacent to the style gallery.

3. Click the desired style to apply it to the text.

Changing Style Sets

Word 2007 has entire sets of styles that can be applied to text. All style sets have styles for Titles, subtitles, Headings, etc. Style sets range from formal to casual.

1. Apply styles to the document using above instructions.
2. Click the Change Styles Button on the Home Ribbon.
3. Select Style Sets
4. A list of various sets will appear, run the mouse over each style set to see how it will affect your text.
5. Click the preferred style set to apply the new formats.



Note: Style Set colors and fonts can be changed by clicking the Change Styles. When this is changed, it will be changed for the current document only. Other Word documents will have default styles.