

# Step 2

**Word 2007**

**Windows 10**

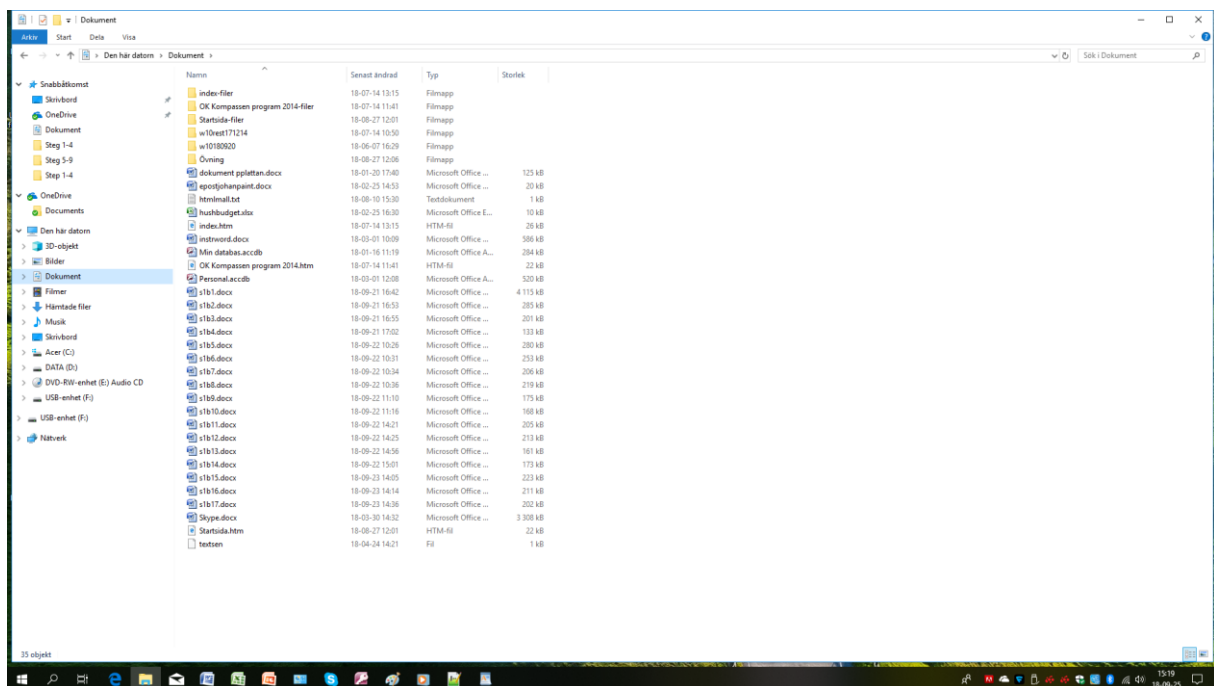
Sep -18  
Liljedalsdata.se

# Wordprocessor Word 2007

## Beginning

Word is a program included in Microsoft office. If you prefer Libre office writer which is quite similar there is a mac course you can use even if you have windows. Here we use word 2007 because newer versions are more complicated. Older programs can be bought on internet.

### Start explorer

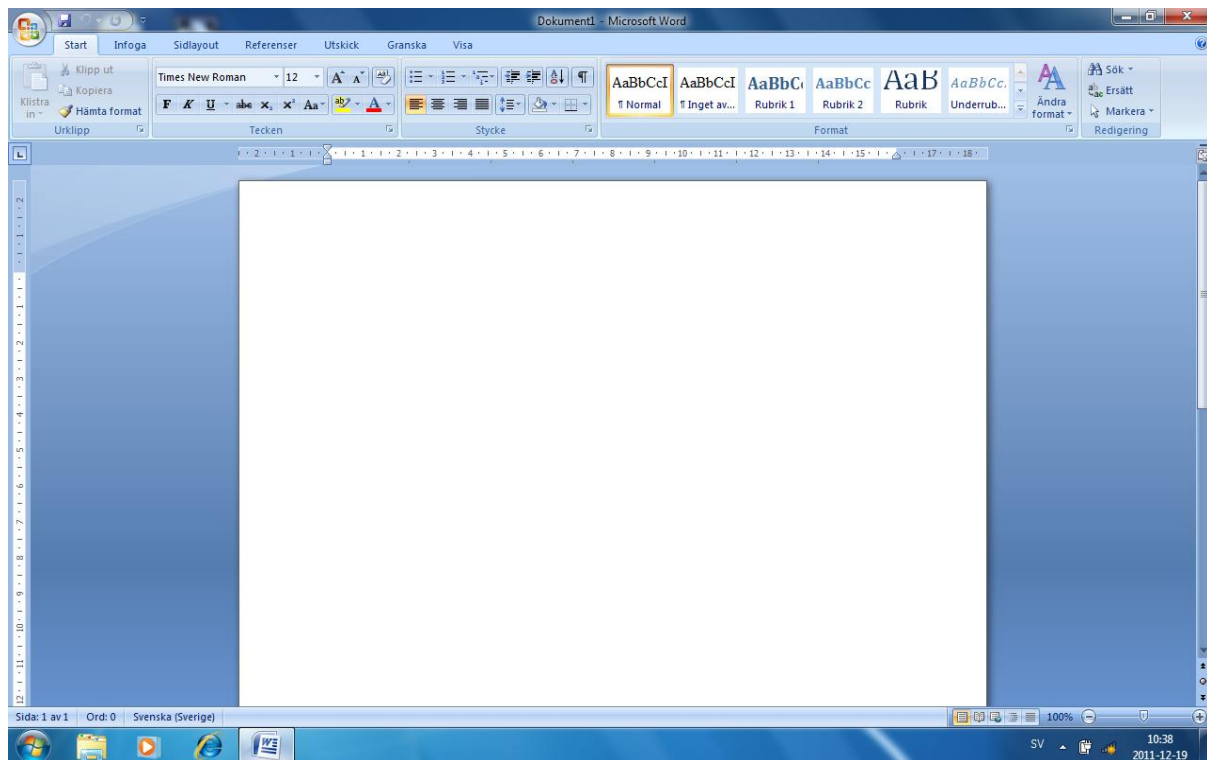


In this course we are going to work with harddisk. Here you can see a number of folders from This computer down to USB-unit which we have been working with earlier.

Mark folder Dokument and click Show/New folder and create folder Worddok

If you get problems you maybe have to return to step 1 and repeat

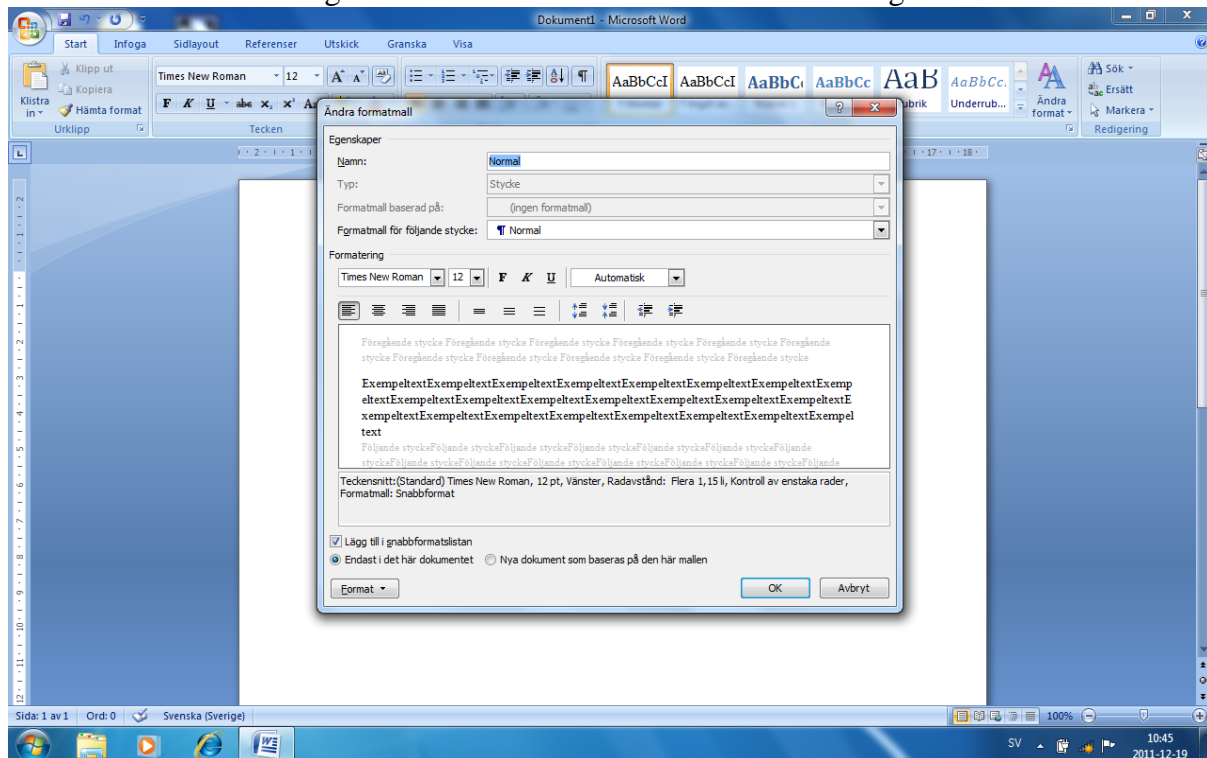
### Start Word



Times New Roman size 12 has become a very common letter form when writing documents.

When starting Word you can see form model normal is marked but letter form Times New Roman size 12 is not marked.

Click right on form model Normal and choose change.



Change to Times New Roman size 12 and change to normal distance between rows thru clicking twice on key <Less row distance> in the middle of window.

Mark New documents based on this form

Check formatform normal has earlier description

Click OK.

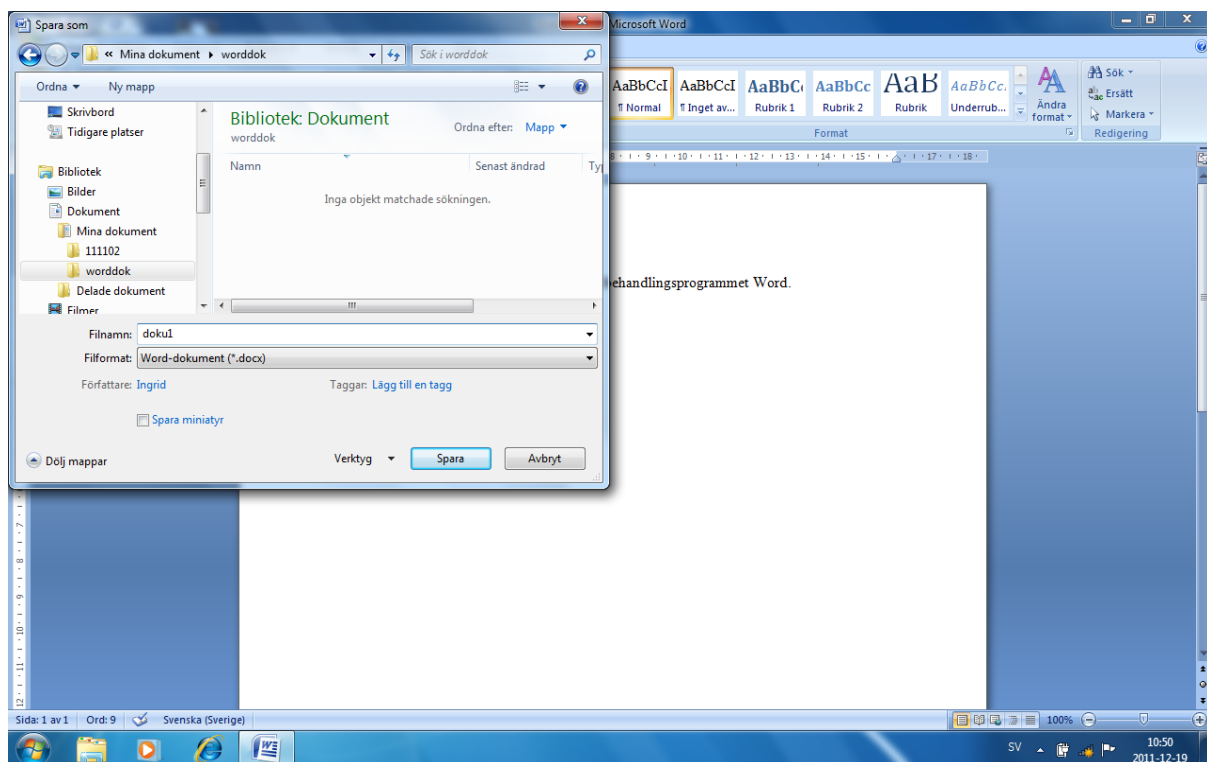
Click Show/Documentviews and check first square is marked

Click Show/Show/ hide and check Ruler is marked

## Write document 1

Write following: This is my first document written by wordprocessor Word

Click Officeicon/Save on top to the left.



Save your first document in harddisc in Document/Worddoc as docu1. In future we will name this C:\Document\Worddoc

Write docu1 as name of file and check you have This computer>Document>Worddok on top of screen.

Try to find your document and open it by clicking officeicon/Open

You can open the document by clicking twice on it.

You also can open the document in Explorer by clicking twice on it.

Click Officeicon/New/Create.

## **Skriv dokument 2**

Write this : This is my second document written by the big, powerfull and famous wordprocessor word.

The first piece consisted of two rows. When first row ended I didn't have to do anything but by end of the piece I pressed <Enter> to show this.

I even press <Enter> after every row which isn't allowed to mix with another row f. ex.

**Empire business AB**  
**Att: Jansson**  
**Box 1234**  
**234 66 SVEDALA**

When pressing <Enter> another time I get an emty row.

Think about the text and remember you must not press <Enter> if not piece is ended.

Save the document as docu2 in C:\Document\Worddoc.

Start Explorer and check the both documents are there.

## **Write document 3**

Click Officeicon/New/Create.

**Write this and do exercises which are described in text**

This is my third document written by the text editor Word.

Now I am testing moving here and there in text with up-, down-, left- and right arrow.

If I check if mouse cursor is an I I can click where I want the cursor.

I also test pressing in letters and words in earlier written text.

I also delete letters and words with <Delete> which deletes the letter to the right of cursor and <Backspace> which deletes the letter to the left of cursor.

If I want to move cursor a word to left or right I can press <Ctrl> while I press left or right arrow.

If I want to delete, move or copy text I must first mark it.

One word is marked by doubleclicking on it.

Some words are marked by pressing mouse bottom and drag over the text which I want to mark.

One row is marked when I click to the left of the row. Cursor must be an arrow.

If I press the bottom and drag down several rows are marked.  
Think about the text and check you know how to do these exercises.

Save the document as docu3 i C:\User\LISA\My documents\Worddoc.

## **Write document 4**

Click Office bottom/New/Create.

Write: This is my fourth document written by wordprocessor Word.

Much text is marked by clicking in the beginning of text, press <Shift> bottom and click on end of text.

A whole document is marked by pressing <Ctrl> while clicking to the left of document. Cursor must be an arrow.

To unmark something I click outside the marked area.

I can see this program inserts new text. Old text is not overwritten but is moved to the side

I can delete marked text with <Delete>

I can copy marked text by clicking right in marked area, choose copy, place cursor where I want the copy and past the text by clicking right and choose past. Marked text seems deleted while moving the cursor but don't worry.

I can past copied text many times and i several different documents.

I can move marked text by clicking right and choosing cut, place the cursor where I want the text instead and click right and choose past.

Think about the text and make sure you know all exercises.

Save the document as docu4 i C:\Document\Worddoc.

Start Explorer and make sure all your four documents are on your harddisc.

## Writing on paper

Start Word.

Open docu1.

Click Office key/Print/Advance examination.

Clic Transcriptform/Margins.

I alternativ Normal you can se what margins that have been f.ex. Left margin 2,5 cm. Check you have 2,5 cm between left edge of paper and text.

Click close Advance examination.

Ruler on screen is marked 0 cm in left margin. This is beginning of text area and margin is to the left.

Right margin is 16 cm to the right. 2,5 cm left margin 16 cm text area and 2,5 cm right margin is 21 cm and an ordinary A4- paper is 21 cm.

## Writing with different fonts and adjustments

Mark the word written.

One word you mark easily by doubleclicking on it.

A small window is now shown

Click F bottom for bold.

Word Written is now in Times New Roman size 12 and bold. This description of text I usually called fount.

Click Officeicon/New/Create.

If you are going to write with different founts and adjustments of text it often is best to do these adjustments after your writing.

Write following text without doing adjustments.

CHAPTER 1

The wolf holvd and the snow felt like small nails to our frozen cheeks.  
Morning came closer but darkness was still very embarrassing.

Author

Press <Enter> a couple of times after Writer.

When you write text without doing any changes text is landing to the left.

Save document as docu5 i C:\Documents\ Worddoc

Mark the row with CHAPTER 1.

Go to Start/Sign.

Change size on text by clicking the arrow to the right of 12 and mark 18.

Make text bold by clicking F bottom.

Go to Start/Piece.

Make text central by clicking bottom showing central text

Mark row with Author and click right.

Change size by clicking arrow to the right of 12 and mark 8 instead.

Move text to the right by clicking bottom with text to the right.

Click anywhere so marking disappear.

Text shall now look like this:

## **CHAPTER 1**

The wolf holvd and the snow felt like small nails to our frozen cheeks.  
Morning came closer but darkness was still very embarrassing.

Author

Now save the changed docu5 as docu6 but if you do this now you will change docu5.

Click Officeicon/Save as.

Now you can change name to docu6 and both documents are saved.

If you have marked a text you can change it by the small window or Start/Sign and Start/ Piece

### **Using format form**

Clic Officekey/New/Create.



Open docu5.

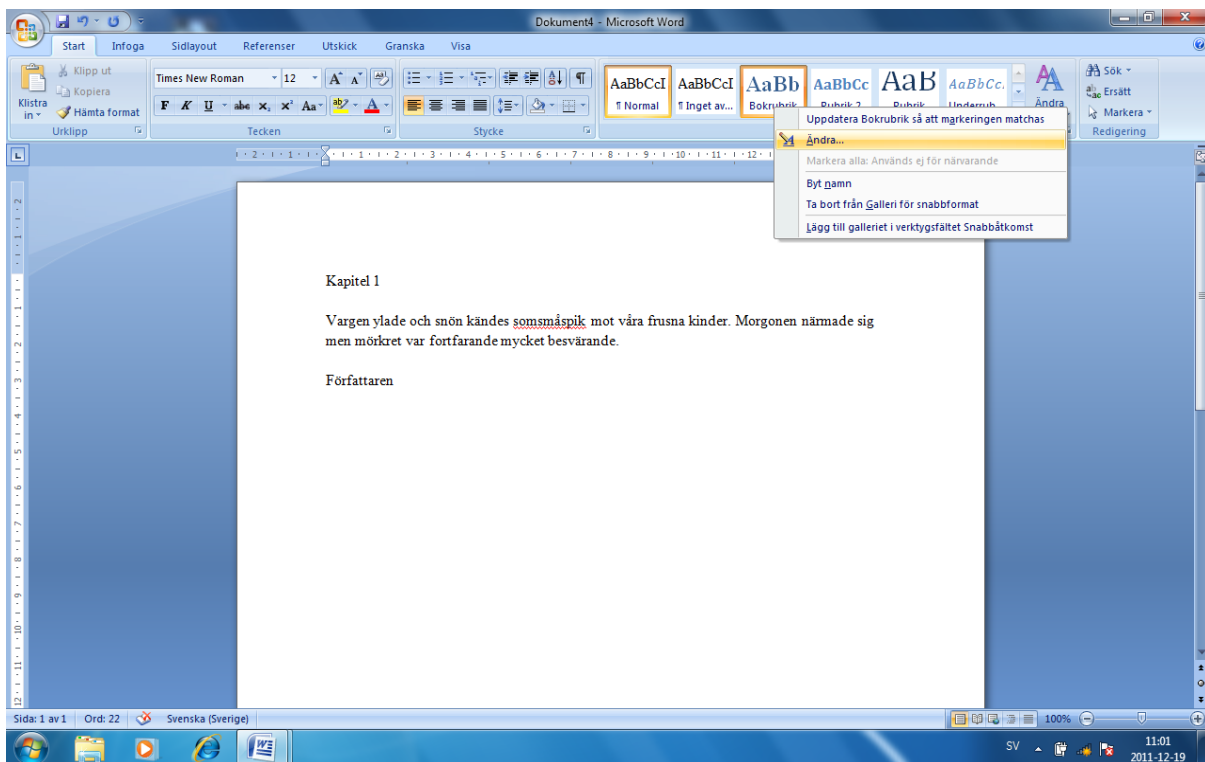
If you have done everything right docu5 shall not have any adjustments.

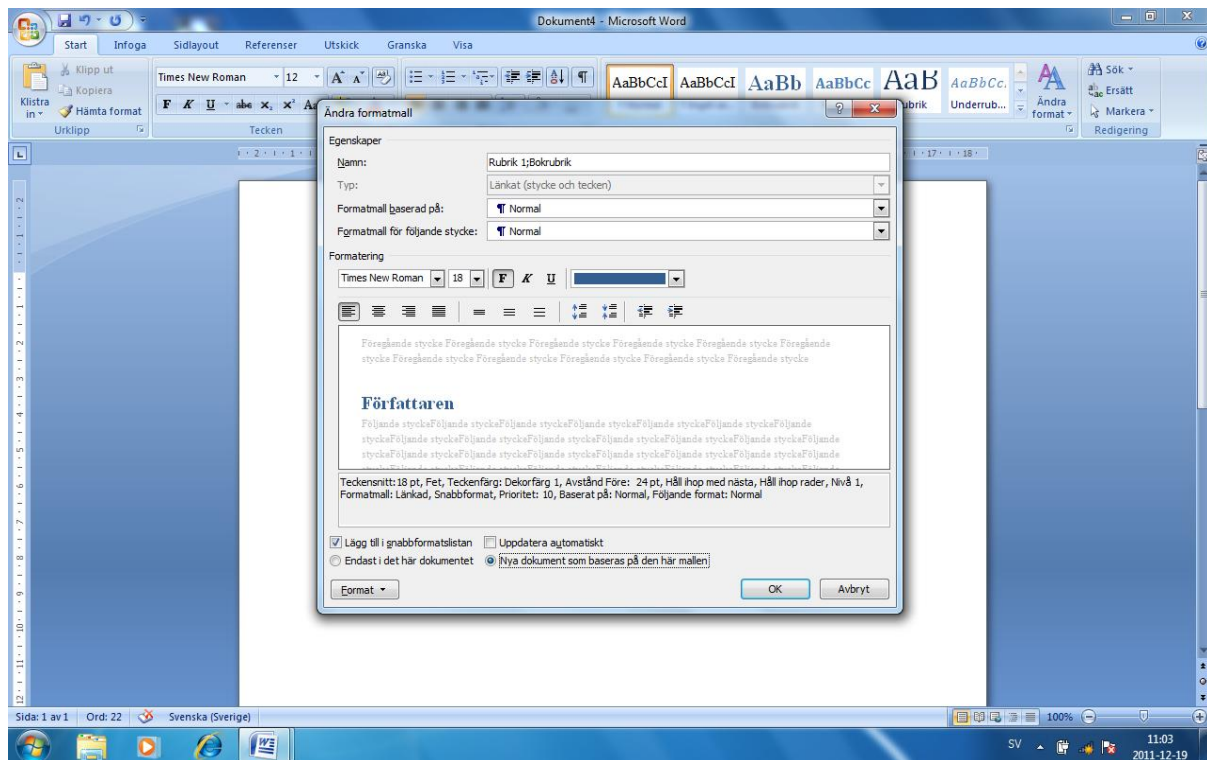
If you are going to write a book and do same adjustments of the headline CHAPTER 1 many times you can save time by creating a format model which does this.

Till now we have only used format model Normal.

This is the format model designing the text you have written till now

Click right on format model 1 and choose change.





Change name to Book headline

Now this is name of a new format form.

Change size from 12 to 18.

Change from Normal till Bold text.

Click Format/Piece.

Change adjustment from Left to Center.

Klicka OK.

Mark New documents based on this model.

Click OK.

Mark row with CHAPTER 1.

Change format model from Normal to Book headline by clicking format model Book headline.

Text CHAPTER 1 now will get the adjustment that is in format model Book headline. Size 18, Bold and Center

A format model or piece model may have many data which decide how a piece will look. F.ex. placed left, placed right, placed center, tab places,

font, increased margin for first row, increased margin for entire piece, distans to row after the piece, frame round piece and so on.

You can decide format model before beginning to write then you think format model is in cursor and is there as long as you go down the page by <Enter>

You also can write the text with format model Normal and thereafter change parts of text by marking and changing to other format models you have created.

Save the changed docu5 as docu7 by clicking Office bottom/Save as and name the document docu7.

Docu6 och docu7 shall look the same thou you have created them in different ways.

Close document.

## **Writing a book**

Click Office key/New/Create.

Press <Enter> several times until cursor is in bottom of screen.

### **Write: A book about food**

Press <Enter> several times until you reach the two last rows on page 1. You can see number of pages to the left in bottom of screen.

As long as 1/1 is shown you are on first page.

There are about 50 rows per page.

Changing from page 1 to page 2 is obvious.

Write Date and your name on the two rows at end of the page.

Press <Enter> until you reach side two.

Write. CHAPTER 1 on first row page 2.

Press <Enter> twice.

Write: this is a book about food. This is first row on first chapter.

Tryck <Enter> until you get to page 3.

Write : CHAPTER 2

Press <Enter> twice.

Write: This is a book about food. This is first row in chapter 2.

Tryck <Enter> until you are on page 4.

Write: CHAPTER 3

Press <Enter> twice.

Write: This is book about food. This is first row in chapter 3.

Press <Enter> twice.

Check you are on page 4/4.

Move bar to the right of screen or click the small arrow so you see beginning of the book.

Mark text A book about food.

Denna text ska nu formateras som tidigare. D.v.s. storlek 18, fetstil och centrerad.

Click format form Book headline.

Mark the two rows with date and your name.  
Make them to size 8 and placed to the right.

Mark CHAPTER 1 on page 2.

Click form model Book headline.

Mark CHAPTER 2 on page 3.

Click form model Book headline.

Mark CHAPTER 3 on page 4.

Click form model Book headline.

## **Head of page and foot of page**

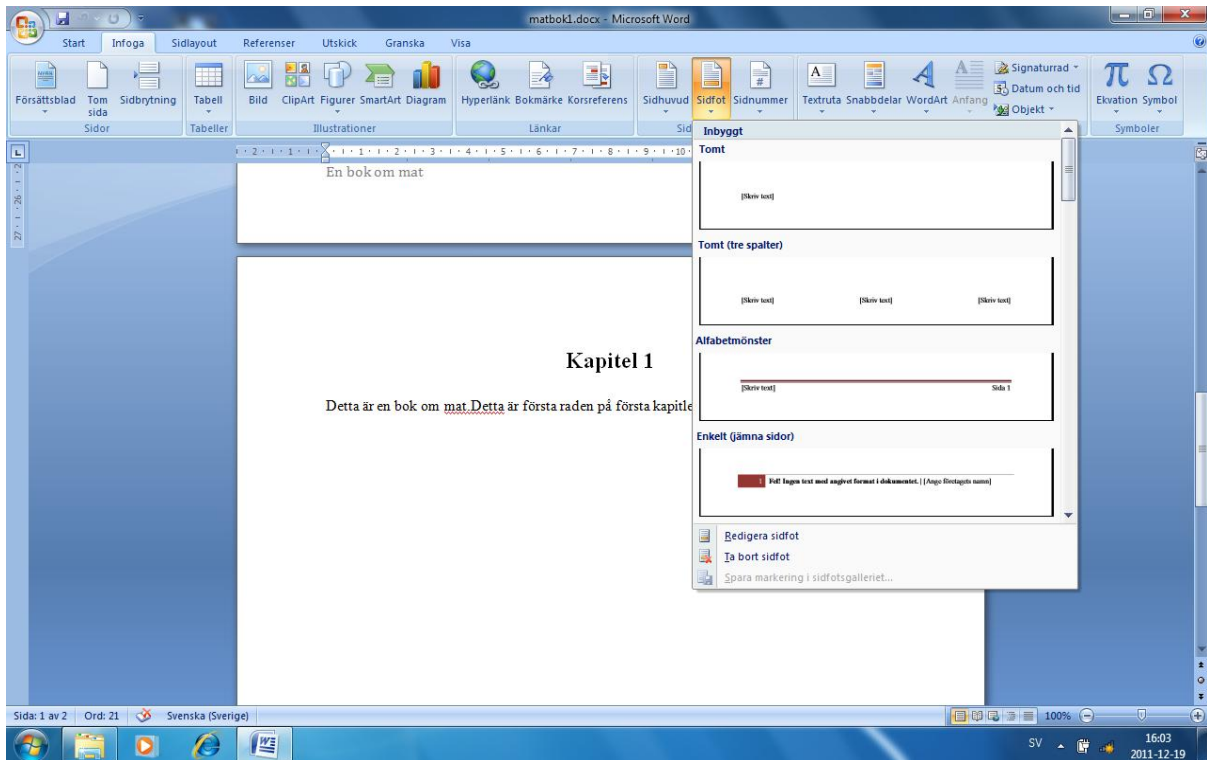
Now you want to create a foot of page in your book.

It doesn't matter where you are in your book when you do this.

The foot of page will be written on each page.

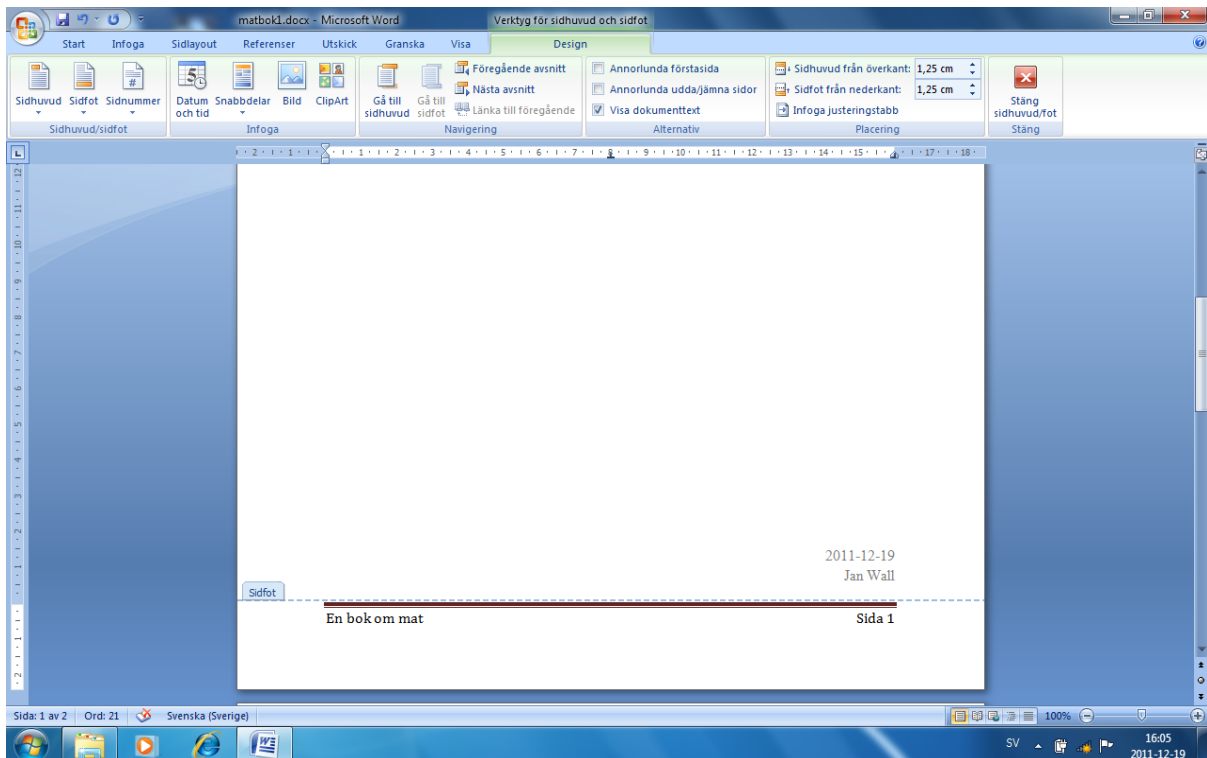
Foot of page will be designed as in this booklet.

Click Insert/Head of page/Foot of page/Foot of page.



Now you get 4 alternativs

Choose number 3.



Write A book about food as above.

Close Head of page Foot of page to the right on top of screen.

Check your foot of screen in your document.

Save your book as foodbook in C:\Dokument\worddoc

Close document.

## Writing an offert

Click Office key/New/Create.

As default are tabs with 2,3 cm distans placed on the ruler on top of screen.  
When you are writing the address soon you can test this by clicking tab  
bottom (bottom wih right and left arrow) before you write the address

Wtite:

**To        Andersson & Son  
            Andvägen 5  
            123 44 ALSTAD**

**We now are able to offer our fantastic pleasure machine to a price  
12 000 \$ + tax.**

**With kindest regards**

**Johan Nilsson  
Målilla machine AB  
122 33 MÅLILLA**

Save offert as offand in C:\Documents\Worddoc

Close document.

Klicka Officeknappen/Nytt/Skapa

Skriv:

**To        Bengtsson & Son  
            Busvägen 8  
            111 22 BUSSTAD**

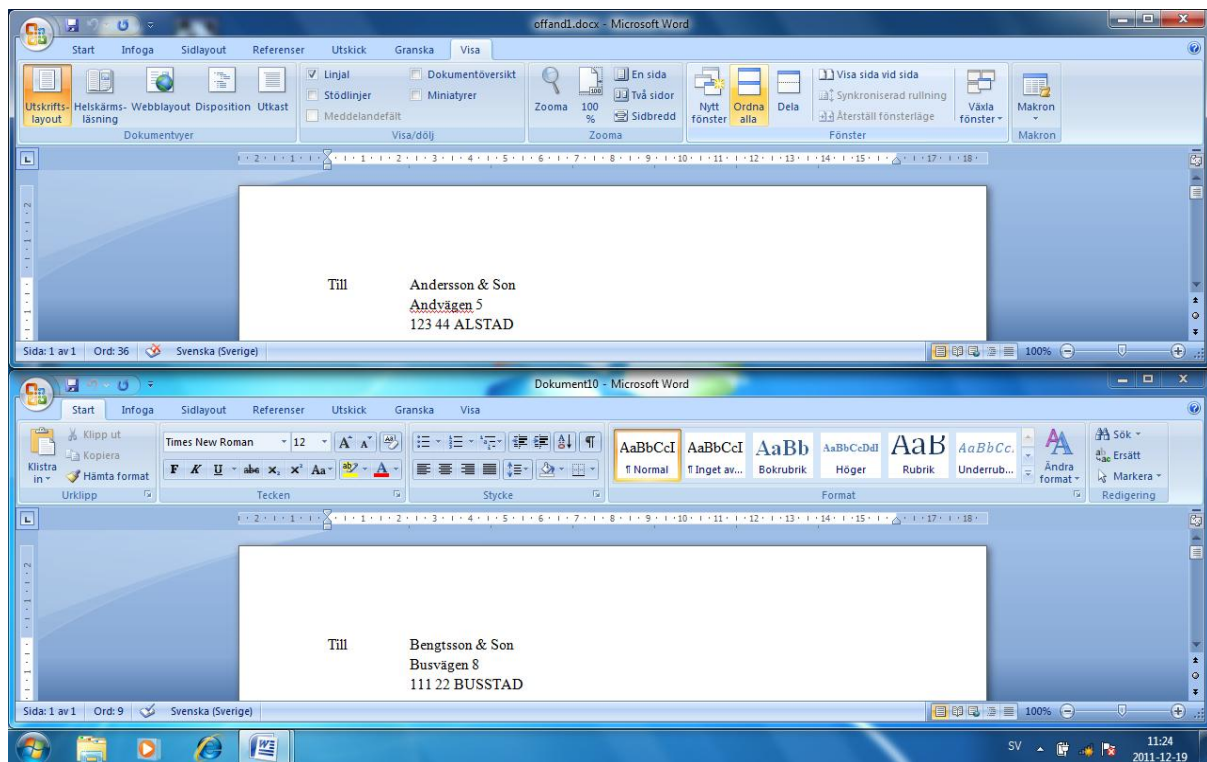
Press <Enter> twice.

Now you realize that textyou are going to write is earlier written in offand.

Open offand.

Document offand is now on top of document with adress to Bengtsson.

Click Show/Window/Arrange all



Mark text and sign on offert to Andersson.

Click right and choose copy.

Make window with address to Bengtssons active by clicking in it.

Place cursor some rows under the adress to Bengtsson.

Click right and choose past

Close offert to Andersson by clicking Officeicon/Close

Click Office bottom/Save in window with Bengtssons offert.

Save offert to Bengtsson as offben in C:\Documents\Worddok.

Close document.

## Using tab stops

Click Office bottom/New/Create

As soon as you want to write some placing in a table you must use tab stops. You can not use blank letters as the table will be uneven on paper.

As default is left tab stops with 2,3 cm between. You can try this by pressing tab bottom some times

You can return by <Backspace>.

These default positions will be deleted if you create tab stops of your own.

You can create different kinds of tab stops f.ex. left, right, center and decimal

You can change kind of tab by clicking on angel to the left of zero point on ruler.

Try to change between the different kinds of tab.

Check you have a left angel to the left on ruler.

Click on 3 cm on ruler.

Now you shall have a mark on ruler showing left tab on 3 cm.

At same time default position on 2,3 cm is away.

Click on 11 cm on ruler.

Now you shall have a mark on ruler showing left tab on 11 cm.

At same time default positions to 11 cm are away.

You can think these tab stops are in cursor and as long as you write, press tab bottom, write and press <Enter> this works. If something goes wrong it may be better to delete the whole table and begin from beginning.

Write Customer number.

Click tab and write Customer name.

Click tab bottom and write Balance. Press <Enter> twice.

Continue till table looks like this

Custom number	Customer name	Balance
1001	Andersson	100 000,00
1002	Bengtsson	2 000,00
1003	Classon	2,00
1004	Davidsson	0,03



Save document as costumer in C:\Dokument \Worddok.

Suppose you will move kolumn with customer name 1 cm to the right.

Mark the whole table.

Drag tab stop on ruler 1 cm to the right

When table is ready and you don't need tag stops any more it is wise to taket hem away by dragging them down.

Save table as customer in C:\User\LISA\My documents \Worddok.

Close document.

## Spelling

Click Office bottom/New/Create.

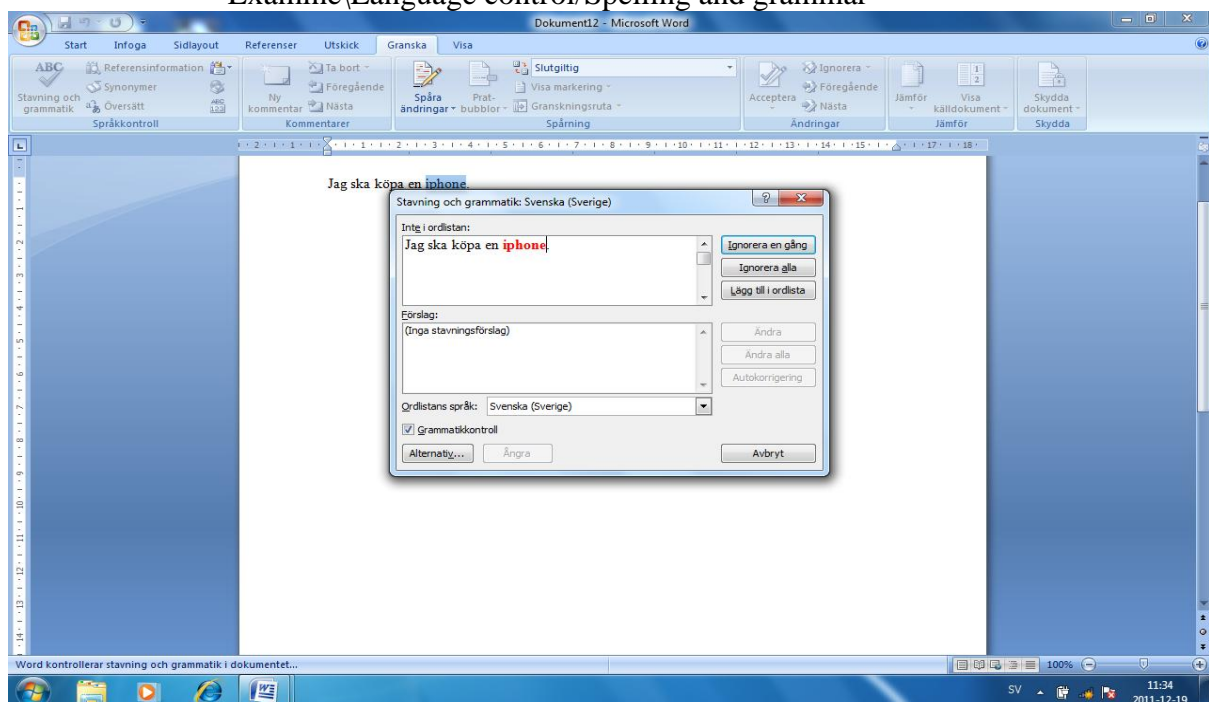
Write: I will buy a telefon.

Telefon is underlined with a red line to show it is not spelled right.

Though you know it is spelled right.

Which words that are underlined is decide by a wordlist in the program.

If you want to use a word whithout being underlined you can click  
Examine\Language control/Spelling and grammar



Click <Add to wordlist>.

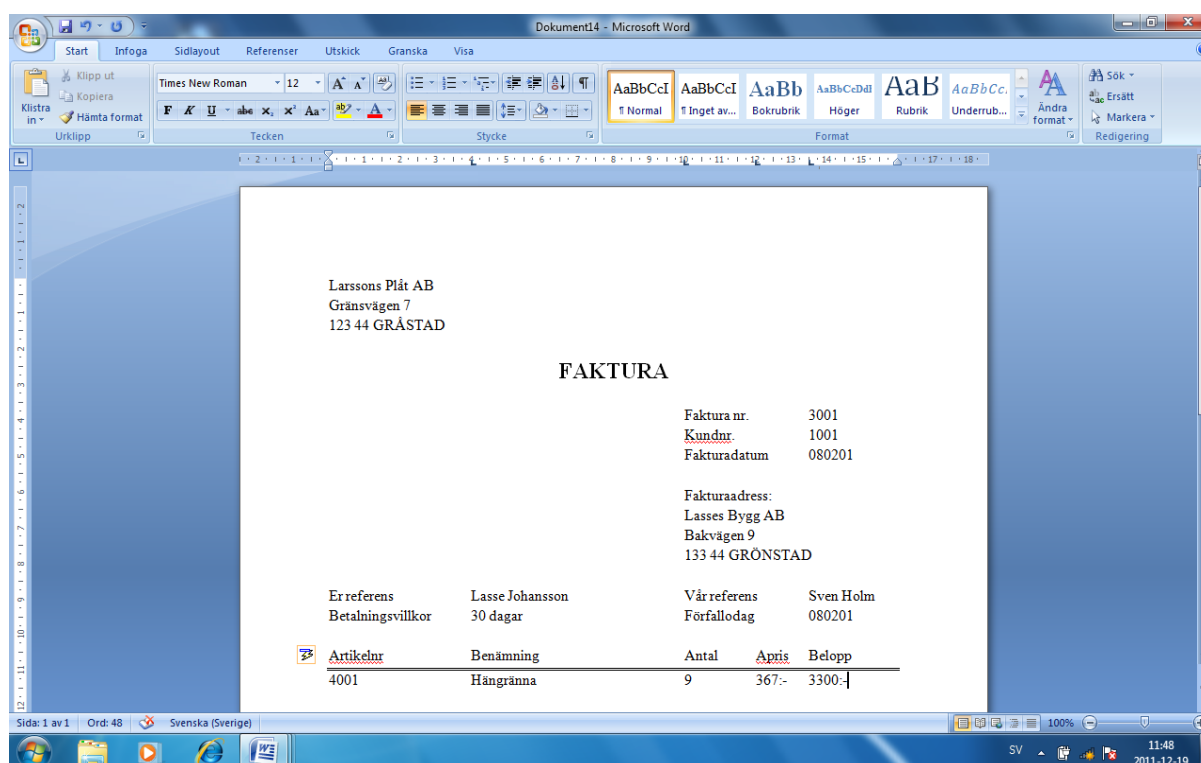
Test again if telefon is getting underlined!

Close document without saving.

## Writing an invoice

Click Office bottom/New/Create

Write an invoice like this.



Write the address on top to the left.

Press <Enter> twice.

Write INVOICE .

Press <Enter> twice.

Mark and center INVOICE.

Make text bold and in size 18.

Click left tab on 10 cm and 13,5 cm for the next 7 rows

Writ those 7 rows.

Drag tab stops away after that.

Click left tabs for 4, 10, and 13,5 cm for next 2 rows.

Write those 2 rows.

Drag tab stops away when those rows are ready.

Click tab stops on 4, 10, 12, and 13,5 cm for next 2 rows.

Write those rows.

The line you can do with sign =.

Drag tab stops away when rows are ready.

Save invoice as invoice 3001 in C:\Documents\ worddok

Close document.

Now you will create an invoice to Bengtssons Byggfirma, Klövervägen 19,  
133 56 KLARSTAD which has got a delivery on 11 articles.  
som har fått 11 st. hängrännor.

Open invoice 3001.

Click Office bottom/Save as.

Save invoice as invoice 3002 in C:\User\LISA\My documents \worddok

Change invoice number to 3002.

Change invoice adress and number of articles.

Click Office bottom/Spara.

This is a simple way to use a document as form.

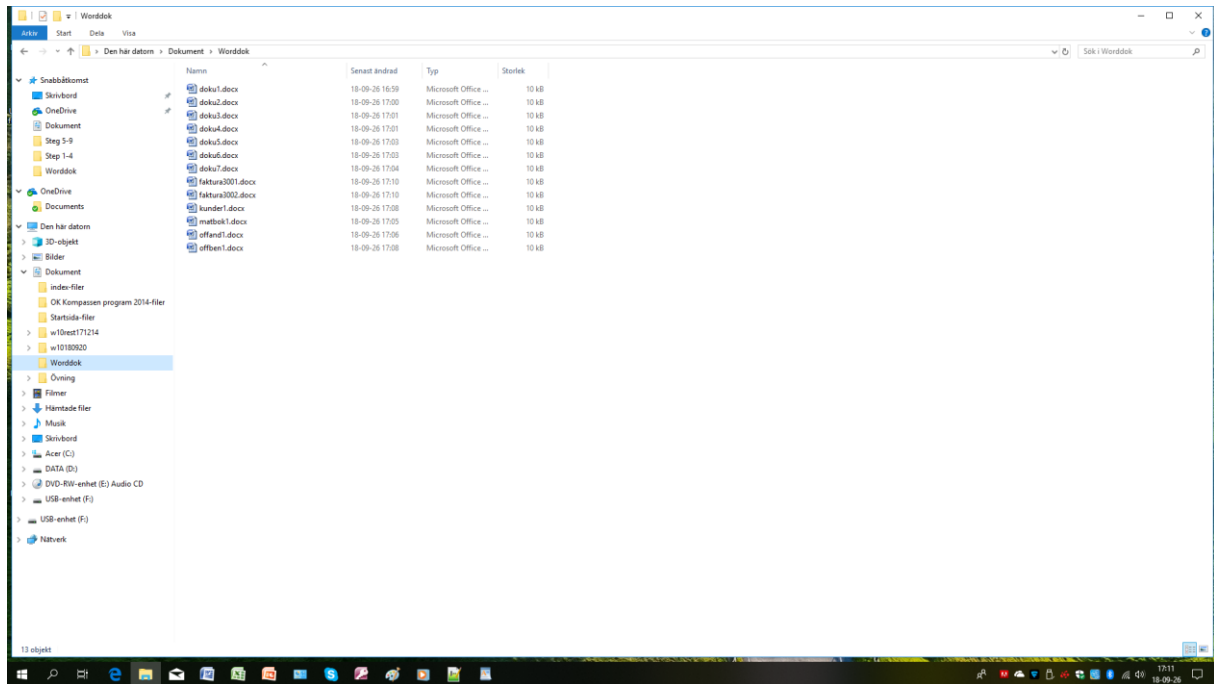
Close Word.

## **Moving documents**

To keep your memories in good order you have to create folders and move files quite often.

Start Explorer.

Check all files in C:\Documents\Worddok .



All your 13 files shall be in C:\Documents\Worddok.

You also can use Library/Dokument/My documents/Worddoc to see them.

Mark worddoc on map to the left.

Click New folder

A field with text New folder will be shown in right part of screen.

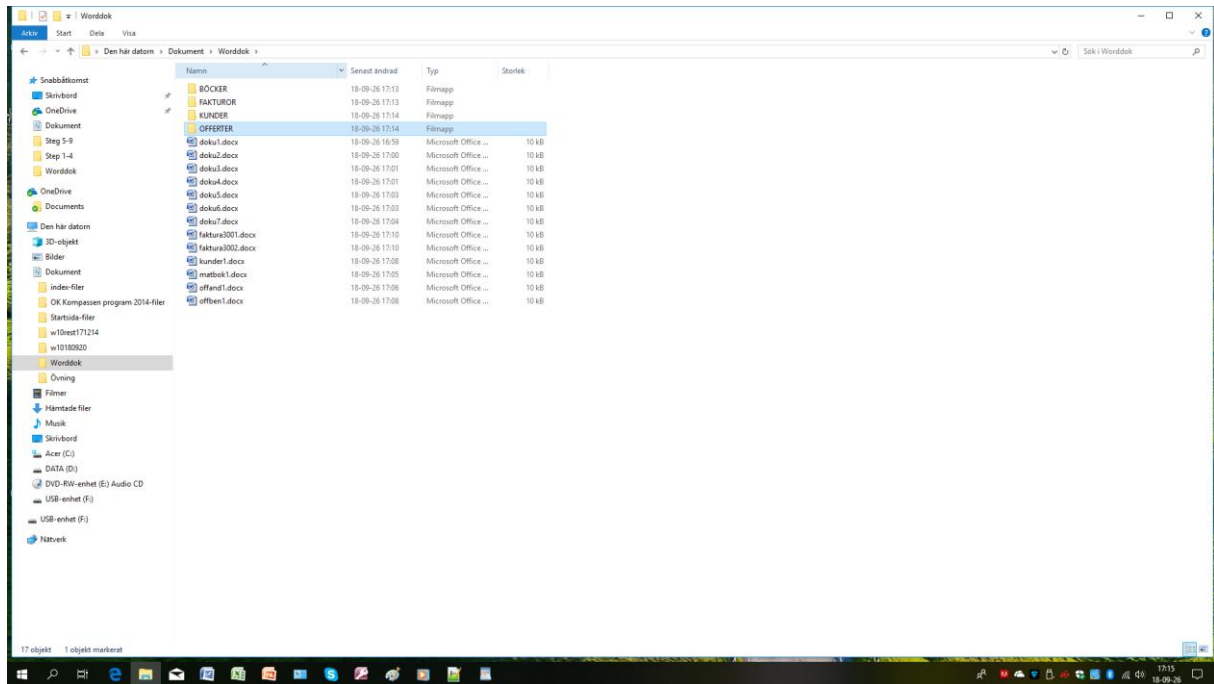
Write Books in field and press <Enter>.

Click New folder

Write INVOICES in the field where New folder is written

Create folder COSTUMERS in the same way.

Crerate folder OFFERTS in the same way.



Move foodbook to folder BOOKS.

Move the two invoices to folder INVOICES.

Move costumers to folder CUSTOMERS.

Move the two offerts to folder OFFERTS.

All other documents remain in C:\Documents \wordddok

Close Explorer.

## To save in right folder

Start Word.

Write an offert, name it offert 3 and save it in C:\Documents\wordddok\OFFERTS

Stäng Word

## Creating backup

Start Explorer.

Insert your USB-memory to an USB-gate.

Check the address and that it is empty

Mark USB-memory on map to the left.

Create a folder on USB\_memory named with date of the day f.ex. 081021

Click right on folder LISA and choose copy.

Click on folder with date on USB memory.

Click right on folder with date on on USB memory.

Choose Past.

Check your USB memory so you can find all your work there.

## **PDF-filer**

If a document written in Word will be published on internet you often change the .docx-file to a pdf-file because everybody maybe cannot read .docx-files and because nobody shall be able to change text.

You save as a pdf-file by pressing Save as and choosing PDF below file name.