



## Quick Start Guide

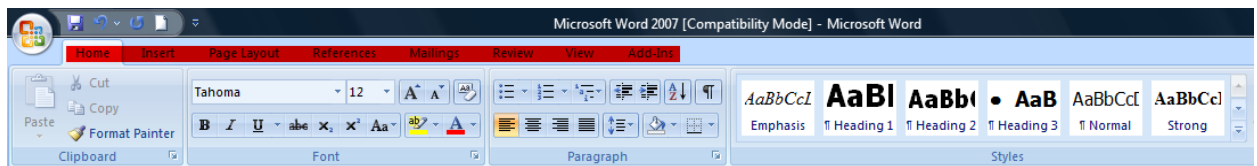
### Microsoft Office 2007


#### Overview

Microsoft Office 2007 enables users to formulate text within an open template. Users are able to edit and manipulate the document in regards to color, size, orientation, word preferences, and so on. This quick start guide is intended to provide users with a more comprehensive list of features to assist with writing support.

#### To Use

1. To open Microsoft Office Word 2007, click the Start button > All Programs > Microsoft Office > Microsoft Office Word 2007
2. A blank document will appear with eight tabs.

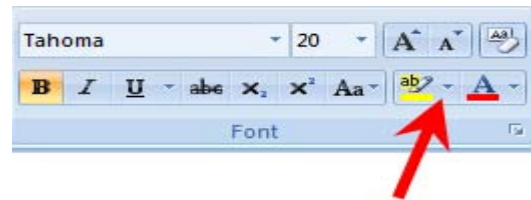


3. To obtain the advanced word options, click the  button in the top left corner of the document > Click **Word Options**

#### Common Features

**Highlighting:** Mark up your document with 15 highlighting colors

1. Click on the **Home** tab>Under the **font group**, click on the down arrow next to **text highlight color**>Click on desired color



**Bookmarking:** Identify an important area of text within the document to return to at a later time

1. Click the area in the text where you want to insert a bookmark>Click on the **Insert** tab>Under the **links group**, click **Bookmark**>Type a **bookmark name**>Click **Add**

**Background color:** Change the background color to reduce the glare on the page

1. Click on the **Page Layout** tab>Under the **page background group**, click on **Page Color**>Click on desired color

**Thesaurus:** A list of word choices that have a similar meaning to the word you click on or your cursor is on

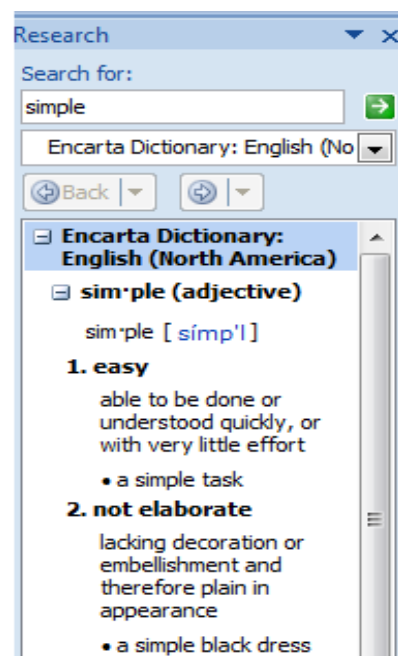
1. Click the **Review** tab>Click **Thesaurus**>Highlight word or key in a word in the Search box and click **green arrow button**>Scroll mouse over a word and use the down arrow to insert it into the document

**OR**

2. **Right mouse click** on word in the document>Scroll down to **synonyms**>Arrow over and click on desired word

**Research:** Look up words in the dictionary

1. Click on the **Review** tab>Under the **proofing group**, click on **Research**>Type a word or phrase in the **Search for** box and click the **green arrow button** to display results



**Translate:** Translate single words or phrases into a different language

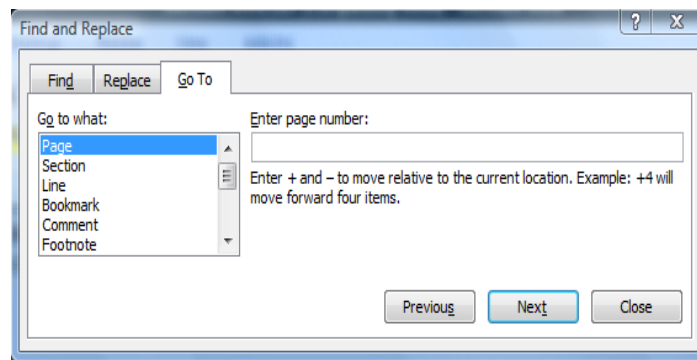
1. To translate a specific **word or phrase**, click on the **Review** tab>Under the **proofing group**, click **Translate**. In the **Search for** box, type in the word or phrase and change the **From and To** fields to display desired languages. Click the **green arrow button** to the right of the search box labeled **Start Searching**.
2. To translate the **entire document**, click on the **Review** tab>Under the **proofing group**, click **Translate**. When the Research menu appears, change the **From and To** fields to display desired languages and click **Translate the whole document**. A translation of the document will appear in the web browser.

**Find:** Search the document for a word or phrase

1. Click on the **Home** tab>Under the **editing group**, click **Find**>Type the text you want to search for in the **Find what** box>click **Find next**

**Go To:** Navigate to a specific page number, line number, footnote, table, or comment in the document.

1. Click on the **Home** tab>Under the **editing group**, click **Find**>click on the **Go To** tab>In the scroll down menu labeled **Go To What**, select preference>Enter information into search box>click **next** button



**Word Count:** Tracks the number of words, pages, paragraphs, lines, and characters in your document as you type

1. Click on the **Review** tab>Under the **proofing group**, click **Word Count**

**OR**

2. While typing, view the status bar at the bottom lefthand corner of the Microsoft Word document to see the number of pages and words.

## Magnification: Zooming in and out to view the document

1. Click on the **View** tab>Click **Zoom**>In the **percent box**, type a percentage or scroll up or down using the arrow keys to select the amount of enlargement


**OR**

2. On the **status bar**, click the zoom slider and slide to the appropriate percentage zoom setting.



## Advanced Features


**Readability:** When Microsoft Word finishes checking spelling and grammar, you can choose to display information about the reading level of the document. Readability statistics include: word, sentence and paragraph count; reading grade level, and reading ease.

1. To display readability statistics, click the  button and scroll down to **word options>Proofing** tab>**Show readability statistics**>Click **Ok**
2. On the next occasion, the readability statistics will automatically appear after checking the document for spelling and grammar.
3. To close out of the readability statistics box, click Ok.

Readability Statistics	
<b>Counts</b>	
Words	773
Characters	3850
Paragraphs	51
Sentences	18
<b>Averages</b>	
Sentences per Paragraph	1.6
Words per Sentence	15.2
Characters per Word	5.1
<b>Readability</b>	
Passive Sentences	11%
Flesch Reading Ease	53.8
Flesch-Kincaid Grade Level	8.9


**Autocorrect:** Automatically detect and correct commonly misspelled words; insert symbols; and insert long pieces of text.



1. Click the  button and scroll down to **Word options>Proofing** tab>click **AutoCorrect Options**
2. In the **Replace** box, type a word that you often mistype or misspell (example: 'teh')
3. In the **With** box, type the correct spelling of the word (example: 'the')
4. Click **Add**
5. Below the **Replace With** boxes, there is a list of previous entries

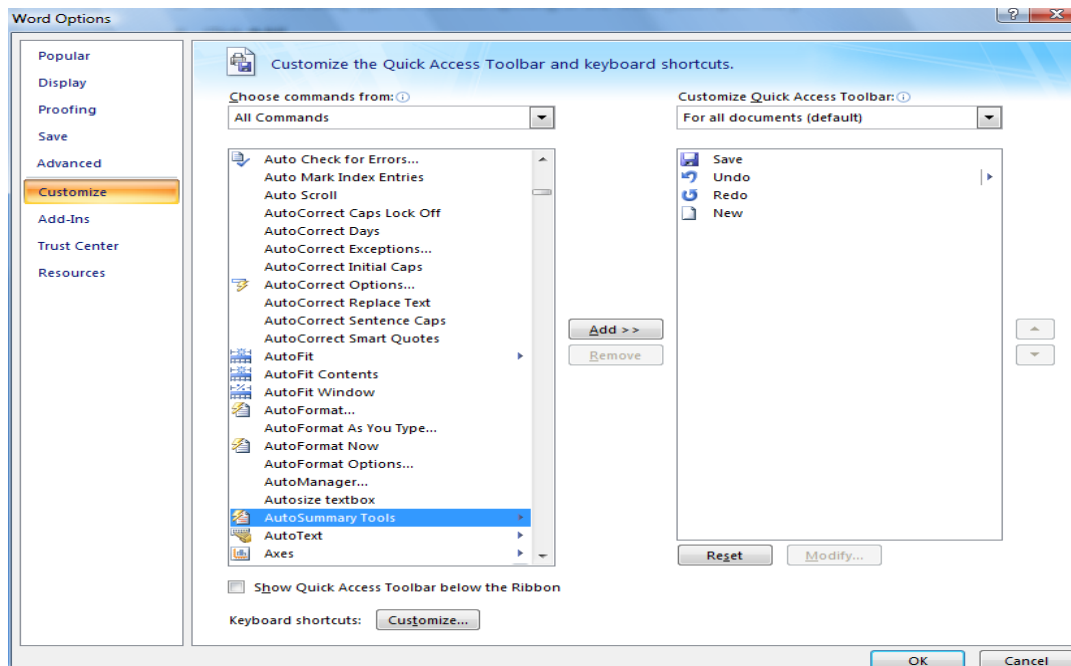
**Customizing Toolbar:** Place the commands and buttons most often used within easy reach into the Quick Access Toolbar



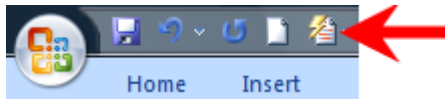
1. Click the  button and scroll down to **Word Options>Customize** tab>Under the drop down menu labeled **Choose Commands From**, choose **All Commands**
2. Click the command that you want to add to the Quick Access Toolbar>click **Add**

**Autosummary:** Identifies key points in the document

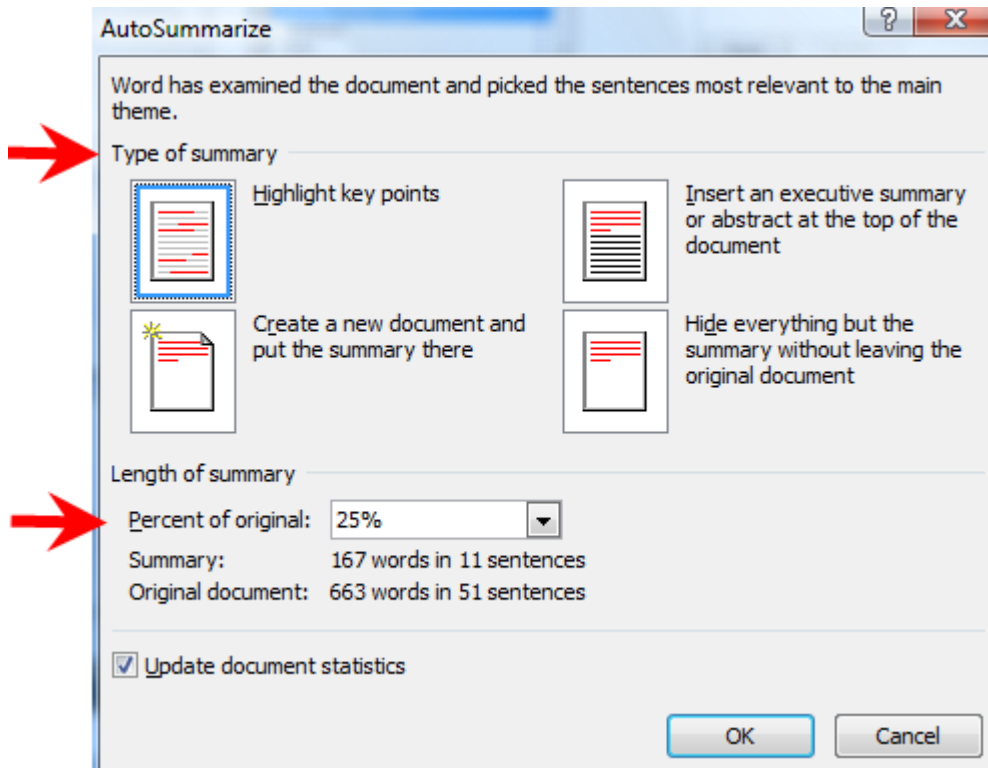
1. Using the directions listed in the '**Customizing Toolbar**' heading, add Auto Summary Tools to the Quick Access Toolbar



2. On the **Quick Access Toolbar**, click **Autosummarize**.



3. Select the **type of summary**.
4. Choose the **percentage** of the original document you want to be summarized.



## Program Manufacturer Contact Info

Microsoft Corporation

[www.microsoft.com/word/](http://www.microsoft.com/word/)

Created by Jessica Fischels, Assistive Technology Resource Center, August 8, 2008