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Tip of the Month

Word 2007 Steps

If you have upgraded to Office 2007, most of the tips are transferrable although they are located in different places due to the new interface. *[Office 2007 uses a visual-based Ribbon rather than text-based Menu structure]*

A. Toolbars

The toolbars in all Office 2007 programs have changed significantly. The ribbon encompasses most options while a Quick Access toolbar and Mini-toolbar (appears when you select text), make editing quick and efficient.


B. Thumbnails

Open the View ribbon and select Thumbnails in the Show/Hide section. Thumbnails are much larger in 2007.

C. Columns

To insert columns, position your cursor in the document and select the Page Layout ribbon. In the Page Setup section, click Columns. Click More Columns to insert a line or modify column widths.

D. Send Files Electronically

Click the Office button,  scroll down to Send, then choose the option you want. If you want to send the file as a PDF, you'll need to have the PDF Add-in for Word or other PDF creation software like Adobe Acrobat.

E. Symbols

Click the Insert ribbon and choose Symbols. Select the symbol you want or More Symbols for additional options.

Microsoft Word 2003

Tips to increase your productivity

Microsoft Word is one of the most highly useful programs but few people use the software efficiently because many features require navigating multiple levels of the main menu or clicking through many dialog boxes. While we are unable to include tips for all MS Word 2003 functions in this newsletter, here are some that will improve the look of your documents and will enable you to get your work done faster.

A. Toolbars

There are many features available through handy toolbars located under **View** on the **Main Menu**.

1. Click **View – Toolbars** and then scroll over and down through all of the toolbars. After you choose one, a checkmark will appear next to that item in the list and the toolbar will appear at the top of the screen. Roll your mouse over the icons to see what they do. Useful toolbars include: **Drawing** (allows you to create lines, text boxes, arrows, format text, insert pictures and much more), **Forms** (allows you to add checkboxes, text boxes, drop down form fields, form protection and more), **Tables and Borders** (allows you to quickly create tables, designate which borders you want visible, sort data, and choose text and shading colors).
2. If you're frustrated by the delay of not seeing all of the selections when you click on one of the Main Menu items (File, Edit, View, Insert, etc.), you can change this. Click **View – Toolbars – Customize...** When the dialog box appears, click the **Options** tab and then check the box next to Always show full menus. This tip works in all Office programs.

WWW (Websites Worth Watching)

1. www.digitaldutch.com/unitconverter/ - handy guide for converting length, volume, temperature & more
2. shipgooder.com/ - Need to send a package but not sure which service (USPS, FedEx, UPS) is cheapest? Enter the zip codes and weight of package to find out.

B. Thumbnails

Working on a long document? Quickly go to the page you need by using **Thumbnails**.

Thumbnails allow you to see each page of your document as small icons without having to scroll through the entire document. To see Thumbnails, click **View – Thumbnails**. The small page views will appear on the left side of the screen. You can adjust the size of the pane to see more pages by hovering over the divider line. When the resize icon appears, left click and drag the column to the right. Although you can't see much detail on the thumbnail images, you should be able to detect headers, bold text, divider lines, etc. To turn off Thumbnails, go to **View** and select **Thumbnails** again.

C. Columns

Automatically insert a vertical line

1. Word has a handy feature that will automatically insert a **vertical line between columns** in a document. When you select **Format – Columns**, a dialog box opens asking you how many columns you wish to have. Select the number of columns and then click the checkbox, **Line between**. Click **OK**. After you finish typing in the first column and move to the second (third, fourth, etc.), a vertical line will automatically appear. **Note:** the vertical line will be the same height as the column height.

Create different column widths in the same document

2. If you have a document that requires different column widths on multiple pages, you can easily create them without hassle. **The trick is to type the text first.** If you type three paragraphs of text and want the middle section to be in two columns, select the text in the middle paragraph, choose **Format – Columns**. Choose the number of columns you want and the selected width (if applicable) and then make sure the **Apply to:** drop down box has "Selected Text" showing. This will create columns only for the paragraph you have selected. Note that the selected text will only appear in the first column. You can create or move text by clicking the **Enter** key to jump to the next column.

D. Sending Files Electronically

A convenient feature in Word is the ability to send documents to a recipient without opening your email program. With the Word document open, click **File – Send to...** and then choose which way you would like to send the document.

- If you choose **Mail Recipient**, the exact text will appear in the body of the email message.
- If you choose **Mail Recipient (as attachment)**, the document will be sent as an attachment to the email.
- If you choose **Mail Recipient using a fax modem** or **Internet Fax Service**, the document will be faxed. [Will only work if you already have a fax device set up or registered on your PC.]

E. Special Characters / Symbols

Sometimes only a special character will do when creating newsletters, brochures, presentation materials, and even basic documents such as letters and notes. To add special characters such as dashes, hyphens, foreign language characters and symbols such as: → © % ® ™ ♦ ⅛ é click **Insert – Symbol ...** two tabs appear for symbols and special characters. Click the item you want and then click **Insert** (at the bottom), then click **Close** to close the dialog box.