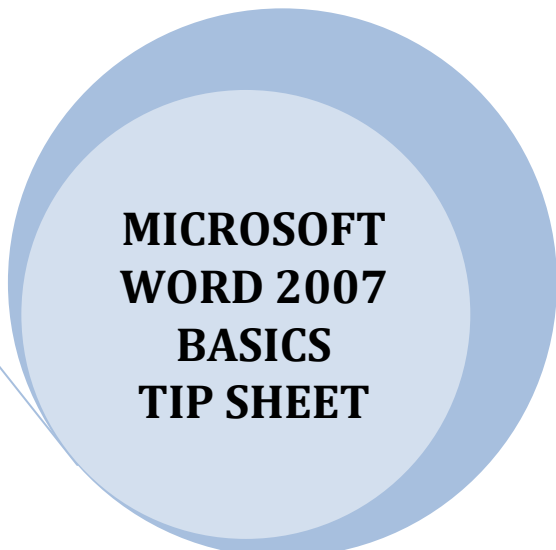


MS Word 2007 Tips

1. Don't forget the right-mouse click will provide more options.
2. Double-clicking on images, pictures, or graphics will bring up the ribbon that provides color changes, cropping, and more.
3. Use the Quick Reference Guide online to easily understand the features for 2007.



MICROSOFT WORD 2007 BASICS TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL

4. The dialog boxes in Word 2007 are very similar if not the same as in Word 2003. Accessing them is different.
5. The Quick Access Toolbar is a convenient means for tools that are used quite frequently.
6. For help with the tools, download the Ribbon Mapping Tool Guide at <http://office.microsoft.com/en-us/templates/TC102128591033.aspx?AxInstalled=1&c=0>
7. Animated text like marquee and Shimmer is not available in Word 2007. However, if you created this effect in an earlier version of Word, you can down save to keep the effect.
8. The new features are to allow easier access to the most commonly used tools.

ASSIGNMENT: Taking what you have learned, create a document to be handed out to your students about your classroom rules. Add different features like page borders and effects to dress up your document.