

## Supplement for Teach Yourself Visually: Word 2007 by Marmel.

*These supplemental materials were created by Joyce Kirst, Professor for Academic Development B195, and are not endorsed by the author or publisher of the original textbook. They are available in alternate formats through Disabled Student Programs and Services in FACE 16, 395-3443 V/TTY.*

### **Chapter 1**

#### **Page 4**

##### Opening Word

Note: First launch assistive software (Jaws, ZoomText, etc.)

Note: ALT + shortcut key activates ribbons and some tools; CTRL + shortcut key directly performs some commands without going through a menu or dialog box

##### Starting Word

Press ALT + CTRL + W if available or

1. Windows Key (between CTRL and ALT) or CTRL + ESC for START Menu
2. P for Programs
3. M for Microsoft Office
4. Arrow to Microsoft Office Word 2007 (arrow up to scroll to the bottom of the list)

##### Exiting Word

1. ALT+F for the Office Icon or the File Menu
2. X for Exit
3. Word will prompt you to save if you haven't done so
4. Y for Yes or N for No

#### **Page 6**

##### Work with Office Button/Icons

Note: Office icon tasks were formerly under the File Menu (ALT + F) and ALT + F is still used to access them.

1. ALT + F for the Office Icon, formerly the File Menu
2. Arrow down or press the underlined letter to activate a command

<b>Office Icon Command (ALT+F)</b>	<b>Underlined Letter</b>	<b>Keyboard Shortcut without using Office Icon</b>
New	N	CTRL + N
Open	O	CTRL + O
Save	S	CTRL + S
Save As	A	F12
Print	P	CTRL + P
Prepare	E	
Send	D	
Publish	U	
Close	C	

Options	I	
Exit	X	ALT + F4

### Page 7

Note: Common commands in the Quick Access Toolbar may be directly accessed with the keyboard.

Quick Access Toolbar Command	Keyboard Shortcut
Save	CTRL + S
Undo	CTRL + Z
Redo	CTRL + Y
Print	CTRL + P

### Page 8

Keyboard shortcuts to the 7 Ribbons in Word 2007

Ribbon	Keyboard Shortcut
Home	ALT + H
Insert	ALT + N
Page Layout	ALT + P
References	ALT + S
Mailings	ALT + M
Review	ALT + R
View	ALT + W

### Page 9

Keyboard Shortcuts within the Ribbons

To do this	Press
Select the active tab of the Ribbon and activate access keys	ALT or F10. Press either of these keys again to move back to the document and cancel the access keys
Move to another tab of the Ribbon	ALT or F10 to select the active tab, then Left Arrow or Right Arrow
Minimize or restore the Ribbon	CTRL + F1
Display the shortcut menu for the selected command	SHIFT + F10
Move the focus to select each of the following areas of the window in succession: Active tab of the Ribbon, View status bar at the bottom of the window, Your document	F6
Move the focus to each command in the Ribbon, forward or backward	ALT or F10, then TAB or SHIFT + TAB

## Page 10

Note: Preview does not work when using keyboard shortcuts.

## Page 11

Note: In any drop down menu, arrow up or down or press the first letter of the item you want to go to.

## Page 12

Note: The MiniToolbar fades in and out when you select text. It is not available from the keyboard.

The Context or Shortcut Menu pops up when you right click the mouse or press SHIFT+F10. Then press a letter or arrow up or down from the keyboard to select a command.

## Page 13

Textbook shows an example using the Paragraph Dialog box. This comes from the Paragraph Tab of the Page Layout Ribbon:

1. ALT + P for Page Layout
2. PG for Paragraph Tab
3. TAB to move forward to each item in the dialog box or press SHIFT + TAB to move backwards within the dialog box.
4. Press up or down arrow within each item of a dialog box or type an entry
5. Press TAB or ENTER to select an item and use it in your document
6. Press ENTER for OK to accept the changes and close the dialog box or press ESC for Cancel to close the dialog box without making any changes

## Page 17

To move cursor within a document	Keyboard Shortcut
Forward one space or character	Right arrow
Backward one space or character	Left arrow
Up one row	Up arrow
Down one row	Down arrow
Forward one word	CTRL + Right arrow
Backward one word	CTRL + Left arrow
Down one screen's worth of text	Page Down
Up one screen's worth of text	Page Up
To beginning of row	HOME
To end of row	END
To beginning of document	CTRL + HOME
To end of document	CTRL + END
To last place you changed text	SHIFT + F5

## Page 18

Help = F1

## Page 19

To close the Help panel press ALT + F4

To switch between Help panel and your document, press ALT + TAB

## Chapter 2

### Page 22

Save Commands	With Office Icon List	Direct from Keyboard
Save	ALT + F, S	CTRL + S
Save As	ALT + F, A	

After Save As or the first Save, a dialog box will appear.

1. Save = CTRL + S or Save AS = ALT + F, A
2. Save In = ALT + I
3. Arrow to your saving device or file location. Enter
4. Filename = ALT + N
5. Type a name for the document
6. To change type of file, Save As Type = ALT + T
7. Arrow to Word 97-2003, Enter
8. Save = ALT + S

### Page 25

Word Options = ALT + F, I

Use arrows + TAB to navigate dialog box

### Page 28

1. Open = CTRL + O or ALT + F, O
2. Look In = ALT + I
3. Arrow to file location, Enter
4. TAB 3 times to the file list
5. Spacebar selects the first file in the list
6. Arrow down to the file you wish to open
7. Enter or ALT + O to open file

Alternate way to open a recently used file: ALT + F, right arrow to list of recent files, arrow down to the file you wish to open. Enter.

### Page 32

New = CTRL + N or ALT + F, N, Enter for New Blank Document

Tip: Save (or save and close) any open documents before starting a new document

### Page 34

Switch between open documents and programs = ALT + TAB

**Page 39**

Close a document = ALT + F, C

Tip: You may be prompted to save. Choose Y for Yes or N for No.

**Chapter 3**

Editing text: See separate Set-up Handout and table below

<b>Command</b>	<b>Keyboard Shortcut</b>
Align Right	CTRL + R
Align Center	CTRL + E
Bold	CTRL + B
Underline	CTRL + U
Align Left	CTRL + L
Align Justify	CTRL + J
Indent	TAB
Double Space	CTRL + 2
Save	CTRL + S
Print	CTRL + P
Exit	ALT + F, X

**Page 53**

To delete a block of text, first select text, Shift + Arrows, or to select a word at a time, SHIFT + CTRL + Arrow. Then press delete or backspace to erase the selected text.

**Page 55**

Undo = CTRL + Z

Redo = CTRL + Y

**Page 60**

To Move text:

1. Select text (Shift + arrow)
2. Cut = CTRL + X
3. Move cursor to new location
4. Paste = CTRL + V

To Copy text:

1. Select text (Shift + arrow)
2. Copy = CTRL + C
3. Move cursor to new location
4. Paste = CTRL + V

Tip: You may cut, copy or paste with the Mini Toolbar:

1. Select text
2. Right Click or SHIFT + F10
3. Arrow to Cut or Copy
4. Enter
5. Move cursor to new location
6. Right Click or SHIFT + F10

7. Arrow down to Paste
8. Enter

### Page 62

Switch between documents = ALT + TAB

### Page 64

View Ribbon Commands	Keyboard Shortcuts
View Ribbon	ALT + W
Print Layout View	P
Full Screen Reading	F
Web Layout	L
Outline	U
Draft	E
Document Map	VM
Expand Sub-headings denoted with +	Right arrow
Hide sub-headings denoted with -	Left arrow
Thumbnails	H
Zoom	Q – Use TAB & arrows, Enter for OK

## Chapter 4

### Page 84

Toggle Ribbon/Status Bar = F6

Right arrow to access each item in status bar

Note: For Word Count and other data, Right Click or SHIFT + F10 on Status Bar item called “Words”

Alternate way to get Word Count List = CTRL + SHIFT + G

### Page 90

Quick Spell Check: Right Click or SHIFT + F10, Arrow to correction, press Enter

Note: Grammar Check feature is turned OFF at the Disabled Student Programs and Services Accommodations Desk when students use computers for exams.

Spelling Commands	Keyboard Shortcuts
Full Spell Check	F7
Full Spell Check in Review Ribbon	ALT + R, S
Error in context	ALT + :
Suggestions	ALT + N
Ignore once	ALT + I
Ignore all	ALT + G
Add to dictionary (Don't use at BC)	ALT + A
Change	ALT + C
Change All	ALT + L
Close	Enter

## Page 94

Quick synonym list – Right click or SHIFT + F10 on a word. Arrow down to Synonyms. Right arrow. Arrow through list. Press Enter to select a synonym to replace the word in your document.

<b>Thesaurus Commands</b>	<b>Keyboard Shortcuts</b>
Full Thesaurus	SHIFT + F7
Full Thesaurus from Review Ribbon	ALT + R, E
Toggle focus between document & thesaurus pane	F6
To move forward through sections of thesaurus pane	TAB
To move backward to sections of thesaurus pane	SHIFT + TAB
For meanings and word choices	Arrow up and down
To select a word	Right click or SHIFT + F10
Insert word	ALT + I
Copy word into memory	ALT + C
Look up word from list	ALT + L

## Chapter 5

### **Page 108**

#### Font Changes

1. Select text or make changes before typing
2. Right click or SHIFT + F10
3. F or arrow to Font. Enter
4. TAB and arrow through dialog box
5. Enter to make changes and close dialog box

<b>Font Commands</b>	<b>Keyboard Shortcuts</b>
Font Dialog Box	CTRL + D
Font Size	CTRL + SHIFT + P, type size or arrow, enter
Increase Font Size 1 Point	CTRL + ]
Decrease Font Size 1 Point	CTRL + [
Home Ribbon for Font Changes	ALT + H
Font Name	ALT + H, FF
Font Size	ALT + H, FS
Increase Font Size to Next Set Size	ALT + H, FG
Decrease Font Size to Next Set Size	ALT + H, FK
Font Color	ALT + H, FC
Bold	CTRL + B or ALT + H, 1
Italics	CTRL + I or ALT + H, 2
Underline	CTRL + U or ALT + H, 3
Normal (no bold, italic, or underline)	CTRL + SHIFT + N

## Page 115

To copy text formatting:

1. Move cursor to text containing formatting you want to copy
2. Copy format = CTRL + SHIFT + C
3. Select text to which you want to apply the formatting (SHIFT + arrow)
4. Past format = CTRL + SHIFT + V

## Chapter 6

### Page 122

Note: You do not need to select text before changing alignment unless you want to alter more than one paragraph at a time.

Alignment Commands	With Home Ribbon	Direct from the Keyboard
Align Left	ALT + H, AL	CTRL + L
Align Center	ALT + H, AC	CTRL + E
Align Right	ALT + H, AR	CTRL + R
Justify	ALT + H, AJ	CTRL + J

### Page 123

Note: Default line spacing in Microsoft Office Word 2007 is 1.15, not 1.0 as it was in Word 2003.

Line Spacing Commands	With Home Ribbon	Direct from the Keyboard
Single Spacing	ALT + H, K, Enter	CTRL + 1
Double Space	ALT + H, K, Arrow down	CTRL + 2
1.5 Space	ALT + H, K, Arrow down	CTRL + 5
Other Spacing	ALT + H or ALT + P, PG, ALT + N	

### Page 124

To set line spacing between paragraphs, go to the Paragraph Dialog Box through the Paragraph Tab on either the Home or Page Layout Ribbons:

1. Home Ribbon = ALT + H or Page Layout Ribbon = ALT + P
2. Paragraph Tab = PG
3. Spacing Before a Paragraph = ALT + B
4. Spacing After a Paragraph = ALT + F
5. Type a number, for example 12 for 12 points worth of space
6. Press TAB or Enter

Shortcut: Page Layout Ribbon = ALT + P, Spacing Before = SB or Spacing After = SA, type a number referring to the number of points for desired spacing, press Enter.

### Page 126 – Bulleted or Numbered List

Notes: In a Bulleted or Numbered List, press Enter after each item to create a new bullet or number in the sequence. For sub-items, press TAB; to return to the primary

items, press SHIFT + TAB. To stop a list, press Enter twice. Numbers are used when order matters. You may re-order items by dragging them or using cut and paste.

Bullet List:

1. Home Ribbon = ALT + H
2. Bullet List = U
3. Right arrow to select first bullet style
4. Enter
5. Type the first item
6. Press Enter
7. Type the next item
8. After the last item, press Enter twice to stop the bullets

Numbered List:

1. Type the number one, press period, spacebar.
2. Or use the Home Ribbon = ALT + H, Numbered List = N
3. Type the first item. Enter.
4. Type the next item.
5. Enter twice after the last item to stop the number list.

## **Chapter 7**

### **Page 154 - Margins**

To change Margins:

1. Page Layout Ribbon = ALT + P
2. Arrow down to the Margin setting of your choice
3. Or press ALT + A for Custom Margins
4. Type a Margin setting for Top, Bottom, LEFT, and Right. TAB to each Margin setting box and type a number (in inches).
5. If you do not Apply to "Whole Document" (ALT + Y), you must change the default setting in the Layout Tab (ALT + L), Section Start (ALT + R) from "New Page" to "Continuous".

### **Page 164 – Page Numbers**

To insert page numbers:

1. Insert Tab = ALT + N
2. Page Number = NU
3. Select a Location (T=Top of Page, B=Bottom of Page, P=Page Margins, C=Current Position)
4. Right arrow, then arrow down to a setting
5. Enter

## **Page 186 – Newspaper Columns**

To format your document or a portion of a document into columns:

1. Place your cursor before text or area to be changed into columns, or select text to be changed into columns.
2. Page Layout Tab = ALT + P
3. Columns = J
4. Arrow down to select one, two, etc.,
5. Or press C for More Columns to customize columns in a dialog box
6. Enter

## **Chapter 8** **Page 192**

Print = CTRL + P

Print from Office Icon = ALT + F, P

TAB to various options in the dialog box

Enter for OK to send document to the printer

## **Chapter 9** **Page 202 – Table**

To insert a table:

1. Place cursor in your document where you want to insert a table
2. Insert Ribbon = ALT + N
3. Table = T
4. Insert Table = I
5. Type the number of columns, TAB
6. Type the number of rows. Enter
7. Type text for the first cell: row one, column one
8. Press TAB to move to the next cell: row one, column two
9. The cursor will move down to row two when no more columns are available in the current row.
10. To add a new row, place your cursor at the end of the last row and press TAB.
11. To move cursor below the table, place your cursor at the end of the last row and press right arrow, then Enter.

## **Chapter 10** **Page 230 – WordArt**

To add WordArt

1. Place cursor in your document where you want to insert WordArt
2. Insert Ribbon = ALT + N
3. WordArt = W
4. Arrow right and down to the style of WordArt you wish to use. Press Enter.
5. Type text for the WordArt

6. Font change = ALT + F, up or down arrow, Enter
7. Size change = ALT + S, up or down arrow, Enter
8. Bold or Italic = CTRL + B or CTRL + I
9. Enter for OK
10. To move cursor away from the WordArt, press Right arrow

## **Page 232 – Picture**

To add a Picture from a file:

1. Place cursor in your document where you want to insert a picture from a file
2. Insert Ribbon = ALT + N
3. Picture = P
4. Locate the picture file. Look In = ALT + I
5. Arrow to the drive or folder with the picture file. Enter
6. TAB 3 times to the file list
7. Press spacebar to activate the first file in the list. If it is a folder containing files, press Enter to open the folder to its contents
8. Arrow to the picture file of your choice
9. Press Enter to place the picture file in your document
10. To resize a file proportionately, change only the height or width; Word will adjust the other measurement automatically.
  - a. Select picture if it is not already selected: SHIFT + Arrow.
  - b. Picture Tools Format = ALT + JP
  - c. Height = H, or Width = W.
  - d. Type a number in inches. Word will add the quotation mark denoting inches. Press Enter
11. To move cursor below picture, press Right Arrow, then Enter

## **Page 234 – ClipArt**

To add ClipArt:

1. Place cursor in your document where you want to insert ClipArt
2. Insert Ribbon = ALT + N
3. ClipArt = F
4. The ClipArt Panel opens on the right. To toggle between the ClipArt Panel and your document, Press F6
5. TAB down to “Organize Clips”. You may be prompted to Organize Now or Later. Press N for Now
6. Press F6 to activate the Collection List
7. Arrow down to Office Collections, Web Collections, or another collection list
8. Right Arrow expands sub-menus. Arrow up and down through the category list.
9. Press F6 to toggle between the category list and the list of files within each category.
10. Right Arrow through the clipart files within a category
11. To choose a file from the list use the Context Menu, SHIFT + F10
12. Arrow down to Copy. Enter

13. Switch back to your document from the ClipArt window with ALT + TAB or to close the ClipArt window and return to your document press ALT + F4
14. Paste = CTRL + V
15. To resize a clipart image proportionately, change only the height or width; Word will adjust the other measurement automatically.
  - a. Select the clipart image if it is not already selected: SHIFT + Arrow.
  - b. Picture Tools Format = ALT + JP
  - c. Height = H, or Width = W.
  - d. Type a number in inches. Word will add the quotation mark denoting inches. Press Enter
16. To move cursor below the clipart image, press Right Arrow, then Enter
17. To delete a picture or clipart image, Select the item SHIFT + arrow, press Delete.