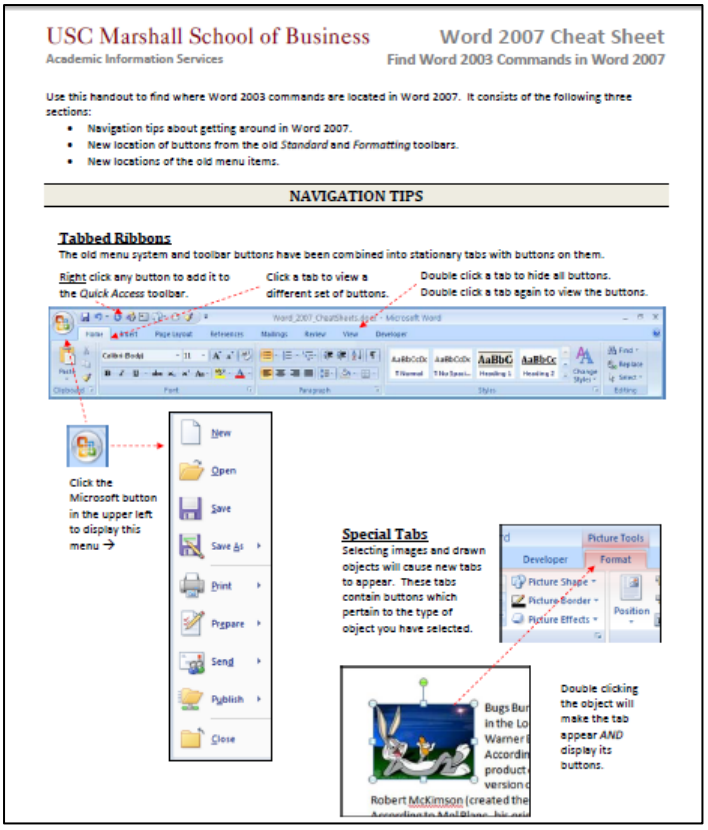
WORD 2007 CHEAT SHEET



USC Marshall School of Business
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Word 2007 Cheat Sheet
Find Word 2003 Commands in Word 2007

Use this handout to find where Word 2003 commands are located in Word 2007. It consists of the following three sections:

- Navigation tips about getting around in Word 2007.
- New location of buttons from the old *Standard* and *Formatting* toolbars.
- New locations of the old menu items.

NAVIGATION TIPS

Tabbed Ribbons

The old menu system and toolbar buttons have been combined into stationary tabs with buttons on them.

Right click any button to add it to the Quick Access toolbar.

Click a tab to view a different set of buttons.

Double click a tab to hide all buttons. Double click a tab again to view the buttons.

Click the Microsoft button in the upper left to display this menu →

New
Open
Save
Save As
Print
Prepare
Send
Publish
Close

Special Tabs

Selecting images and drawn objects will cause new tabs to appear. These tabs contain buttons which pertain to the type of object you have selected.

Picture Tools
Developer
Format
Picture Shape
Picture Border
Picture Effects
Position

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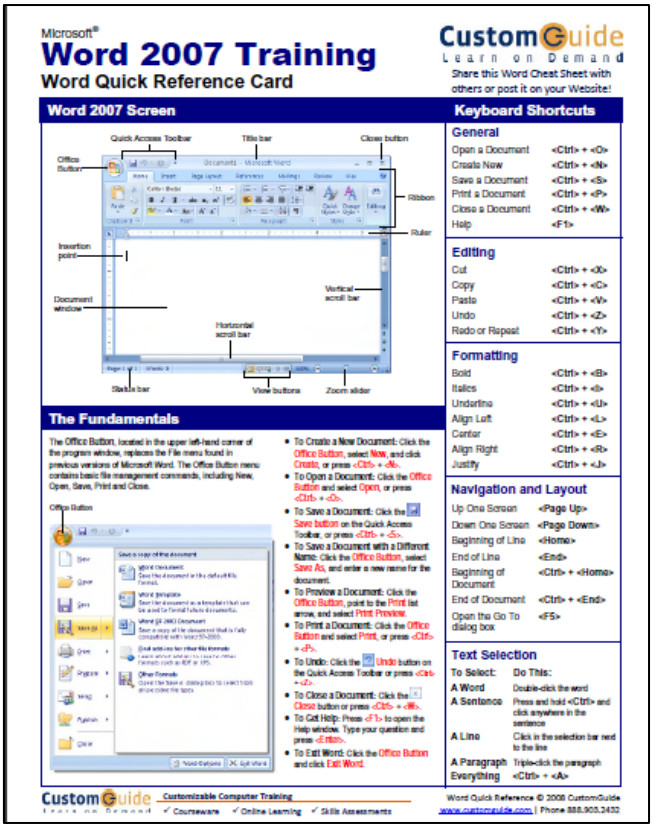
Double clicking the object will make the tab appear *AND* display its buttons.

WORD 2007 QUICK REFERENCE CARD



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Word 2007 Screen

Quick Access Toolbar
Title bar
Close button
Office Button
Ribbon
Ruler
Insertion point
Document window
Vertical scroll bar
Horizontal scroll bar
Status bar
View buttons
Zoom slider

The Fundamentals

The Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

Office Button

- To Create a New Document: Click the Office Button, select New, and click Create, or press <Ctrl> + <N>.
- To Open a Document: Click the Office Button and select Open, or press <Ctrl> + <O>.
- To Save a Document: Click the Save button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- To Save a Document with a Different Name: Click the Office Button, select Save As, and enter a new name for the document.
- To Preview a Document: Click the Office Button, point to the Print list arrow, and select Print Preview.
- To Print a Document: Click the Office Button and select Print, or press <Ctrl> + <P>.
- To Undo: Click the Undo button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- To Close a Document: Click the Close button or press <Ctrl> + <W>.
- To Get Help: Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit Word: Click the Office Button and click Exit Word.

Keyboard Shortcuts

General	
Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Editing	
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Formatting	
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Navigation and Layout	
Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

Text Selection	
To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

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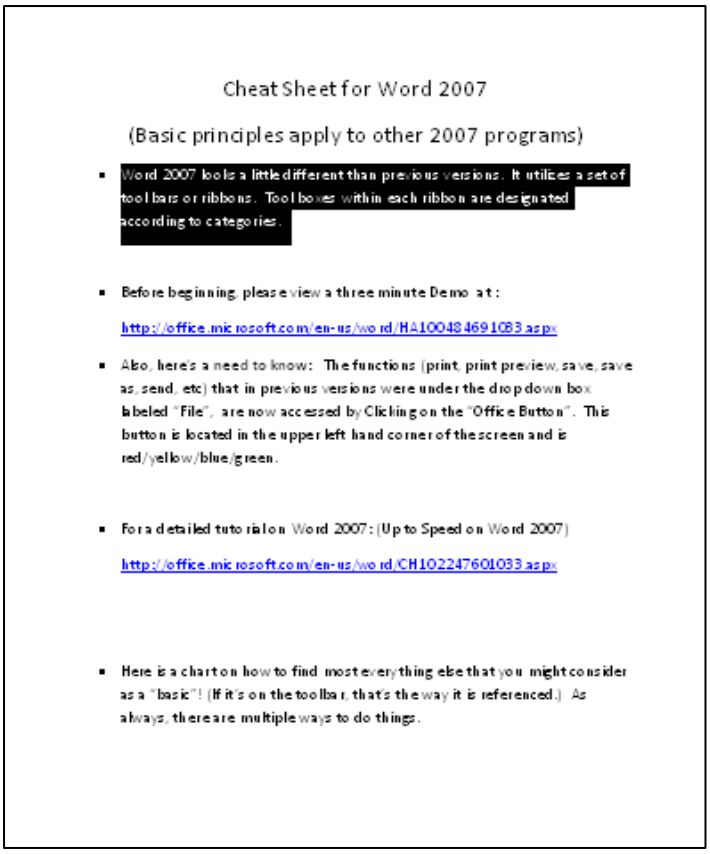

Cheat Sheet for Word 2007

(Basic principles apply to other 2007 programs)

- Word 2007 looks a little different than previous versions. It utilizes a set of tool bars or ribbons. Tool boxes within each ribbon are designated according to categories.
- Before beginning, please view a three minute Demo at:
  http://office.microsoft.com/en-us/word/HA100484691033.aspx
- Also, here's a need to know: The functions (print, print preview, save, save as, send, etc) that in previous versions were under the drop down box labeled "File", are now accessed by Clicking on the "Office Button". This button is located in the upper left hand corner of the screen and is red/yellow/blue/green.
- For a detailed tutorial on Word 2007: (Up to Speed on Word 2007)
  http://office.microsoft.com/en-us/word/CH102247601033.aspx
- Here is a chart on how to find most everything else that you might consider as a "basic"! (If it's on the toolbar, that's the way it is referenced.) As always, there are multiple ways to do things.

TRAINING AND TUTORIAL RESOURCE LINKS

Microsoft Word 2007 Tutorials
http://www.word07.com/

Microsoft Office Online – Word 2007 Courses
http://office.microsoft.com/en-us/training/CR100654561033.aspx

Word 2007 Tutorial – Florida Gulf Coast University
http://www.fgcu.edu/support/office2007/Word/index.asp

Education Online for Computers-Microsoft Office Training and Tutorial Resources
http://www.educationonlineforcomputers.com/blogs/post/microsoft_office_training_tutorial/930/60-free-word-2007-tutorial-videos

Techtutor.TV
http://www.techtutor.tv/category/word-2007

Videotutorialzone.com
http://www.videotutorialzone.com/video-tutorials/office-tools/word-2007.html