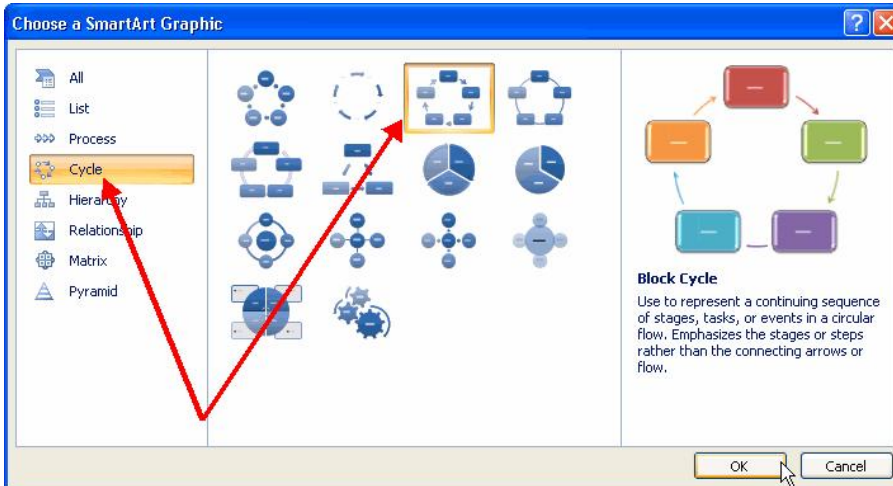


Word 2007 SmartArt

SmartArt is a new feature in Word 2007 that replaces the Diagram feature. SmartArt can be used to show the steps of a process, a list of items, a relationship, a hierarchy pyramid, and so on via bright, focused diagrams. Click Insert → SmartArt, and then choose the category of SmartArt to insert.



Once a diagram has been inserted, simply click in a part of the diagram that you want to edit and type:

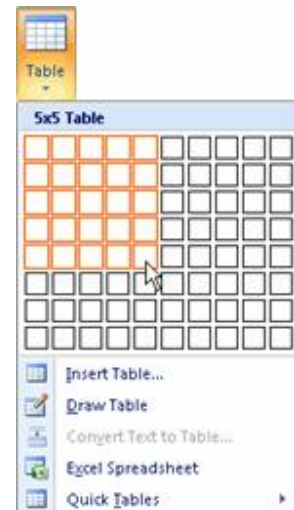
- Step 1 • Click the Insert ribbon
- Step 2 • Click SmartArt
- Step 3 • Pick a category
- Step 4 • Type your text

Picture Tools Ribbon

| Category | Option | Description |
|-----------------------|------------------------|---|
| Adjust | Brightness | Displays a menu of brightness choices. |
| | Contrast | Displays a menu of contrast choices. |
| | Recolor | Displays a menu of colour schemes. |
| | Compress Pictures | Compresses all images in the document. |
| | Change Picture | Replace the current picture with another one, keeping effects applied. (Picture adjustments will be removed.) |
| Picture Styles | Reset Picture | Resets the selected picture to the original image. |
| | Gallery | Choose a pre-designed style for your picture. |
| | Picture Shape | Make the selected photo into a shape. |
| | Picture Border | Change the border for the photo. |
| | Picture Effects | Displays a menu of various photo effects. |
| Arrange | Option button | Opens the Format Picture dialogue. |
| | Position | Displays a menu of positioning options. |
| | Bring to Front | Bring the photo forward in a pile. |
| | Send to Back | Send the photo backward in a pile. |
| | Text Wrapping | Choose how text will wrap around the image. |
| Size | Align () | Align or distribute the image. |
| | Group () | Group images so that they can be moved as a unit. |
| | Rotate () | Rotate the selected image. |
| | Crop | Remove portions of the image. |
| | Dimensions | Set the size of the image. |
| Option button | Opens a Size dialogue. | |

Inserting a Table

Word 2007 lets you quickly add a table up to 8x10. Click Insert → Table, and then hover over the bottom right cell of your desired table size. For example, the diagram below shows a table of 5x5:



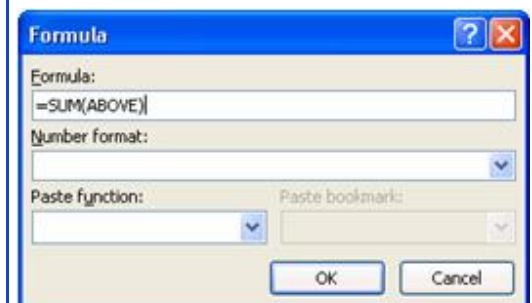
Click Insert Table to make a table larger than 8x10.

Table Formulas

Despite being a word processor, Microsoft Office Word 2007 does have the capacity to create and use some basic formulae if you have a table of data in your document. The following diagram shows rainfall data (and has an empty cell at the bottom to hold a formula):

| Rainfall | |
|----------|-----|
| Jan | 1 |
| Feb | 2 |
| Mar | 3.5 |
| Apr | 2.7 |
| | |

Click inside the cell that will contain the formula, then click Table Tools Layout → Formula. Enter the desired formula and click OK:



The formula result will be shown in the cell. If the table data ever changes, press F9 to re-evaluate the formula:

| | |
|-----|------|
| Nov | 3.1 |
| Dec | 3.8 |
| | 24.5 |

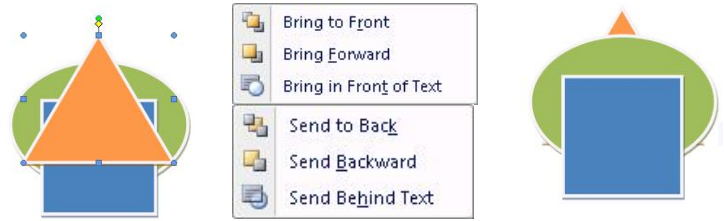
Format Picture Dialogue

Click the option button in the Picture Styles chunk of the Picture Tools ribbon

| | |
|---------------------|--|
| Fill | Add a fill to transparent regions of the image. |
| Line Colour | Change the colour of the border. |
| Line Style | Change the style of the border. |
| Shadow | Change the shadow around the picture. |
| 3-D Format | Add a 3-D effect to the image. |
| 3-D Rotation | Add a 3-D rotation to the image. |
| Picture | Change contrast, brightness, and colour of the image. Also contains a Reset command. |
| Text Box | Contains layout, AutoFit, and margin commands for text boxes. |

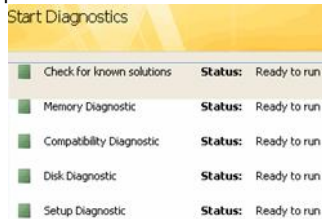
Ordering Objects in your Document

Click an object to select it, then use the arrange commands on the Drawing Tools ribbon to sort the objects. For example, the triangle was Sent to Back:



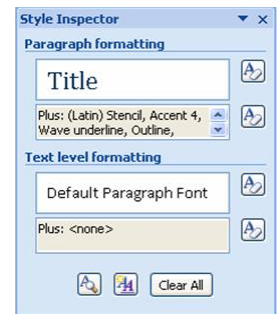
Office 2007 Diagnostics

If you experience consistent trouble with Word 2007, run the Office Diagnostics tool to check for problems. Click Office Menu → Word Options → Resources → Diagnose (second button from the top). Office will run tests on itself and produce a report with possible solutions and a link to Office Online Help:



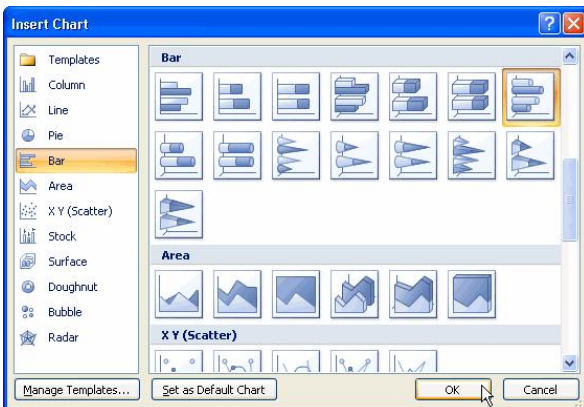
Style Inspector

Use the Style Inspector to see what specific formatting has been applied to a piece of text. Open the Style task pane by clicking the option button in the Styles chunk of the Home Ribbon. Next, click the Style Inspector command (middle button at the bottom of the pane) to open the Inspector. Finally, click your mouse on the text in question to see how it was formatted.



Inserting a Chart

Word 2007 can create a visual representation of numeric chart data for you. First, highlight the data to be used in the chart. Next, choose your chart category and chart type then click OK:

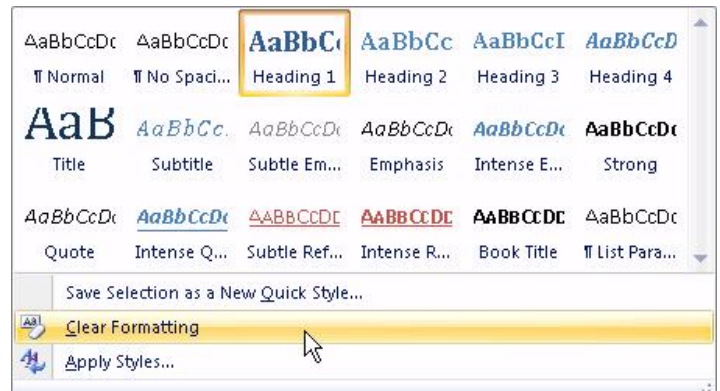


Once the chart is inserted, click the chart to show the Chart Tools ribbons which allow you to customize every aspect of your chart.

Using the Quick Style Gallery

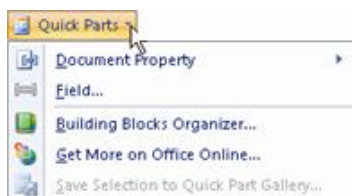
Located on the Home ribbon, this gallery contains a number of pre-made styles that can be applied to text. Select some text and then click a style from the Quick Style Gallery; the selected text will be formatted.

(To remove text formatting, select the text again and click Clear Formatting, shown at the bottom.)



Inserting Quick Parts

Quick Parts are pre-made objects you can include in a document that provide information about the document. For example, you can add a quick part to the top of a document that details information about the author, company, your phone number, etc. (Insert ribbon → Quick Parts)



Understanding Style Types

Styles are pre-made formatting rules that you can apply to a single character or an entire document. There are five types of styles that are used in Word 2007:

| | |
|---|--|
| Character (a) | These styles can be applied to individual characters. |
| Paragraph (¶) | These styles must be applied to entire paragraphs. |
| Linked Paragraph and Character (¶ a) | Contains both a paragraph style and a character style that are linked. |
| Table | Contains formatting particular to tables. |
| List | Contains formatting particular to lists. |