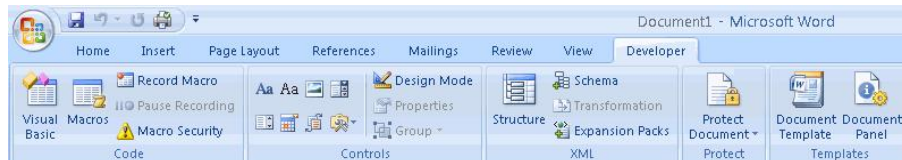


The Developer Ribbon

The Developer ribbon is required if you use Word 2007 for forms, macros, or XML. It can be enabled by clicking Office Menu → Word Options → Popular tab → Show Developer tab.



Code	Visual Basic	Opens the Visual Basic Editor.
	Macros	Opens the Macros dialogue.
	Record Macro	Begin recording a macro.
	Pause Recording	Pause recording.
	Macro Security	Opens the Macro Security dialogue.
Controls	Gallery	Click one of these controls to add it to a form.
	Design Mode	Switch to form design mode.
	Properties	Open the properties of the current object.
	Group	Group selected objects.
XML	Structure	View the XML structure of this document.
	Schema	Attach an XML schema to this document.
	Transformation	Apply an extensible stylesheet language transformation (XSLT) to this document.
	Expansion Packs	Add XML expansion packs to this document.
Protect	Protect Document	Restrict permissions, viewing, and editing.
	Document Template	Opens the Templates and Add-ins dialogue.
Templates	Document Panel	Add a custom template and/or show the Document Panel.

Form Controls

Forms can be created in Microsoft Word 2007 in order to store data or to print out and fill in by hand. For those forms that are going to be filled out electronically, you have a number of different controls to choose from:



	Inserts a text field.		Inserts a check box.
	Inserts a check box.		Inserts a text box.
	Inserts a list box.		Inserts a label.
	Inserts a frame		Inserts an option button.
	Shades form fields.		Inserts an image control.
	Reset form fields to empty; useful when testing.		Inserts a spin button.
			Inserts a combo box.
			Inserts a command button.
			Inserts a list box.
			Inserts a toggle button.
			Inserts a box with a scroll bar.
			Opens a menu so you can choose a different type of control.

Using Comments

If you want to add more detail to a document or describe more in-depth an idea, you can add a comment. It acts like a sticky note in your document, without having to include a footnote or endnote, and is usually used during proofing of a document between two or more people.

To add a comment, select the text you want to emphasize, then click Insert Comment:



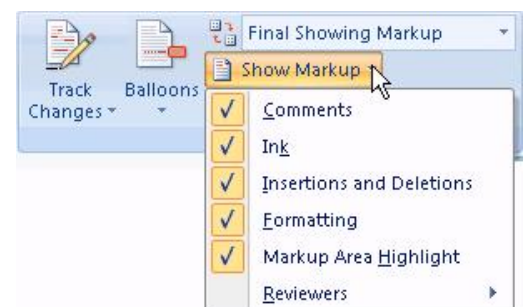
Comments will appear on the right-hand side of the document:



Use the other commands in the Comments chunk to delete a comment or navigate existing comments.

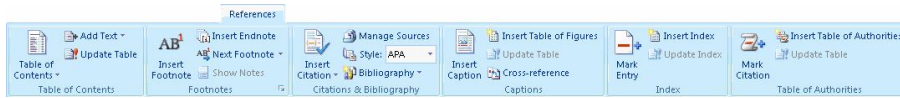
Review Options

Review ribbon → Show Markup



Comments	Shows or hides comments.
Ink	Shows or hides ink markings (made by people with Tablet PCs or other handwriting devices).
Insertions and Deletions	Shows or hides all insertions and deletions.
Formatting	Shows or hides all formatting changes.
Markup Area Highlight	Highlights the margin area where balloons appear.
Reviewers	Shows or hides certain reviewers.

References Ribbon



The References ribbon is used to cite any materials, create a table of contents, a table of diagrams, bibliographical references; insert an index, and more.

Table of Contents

Word can create a table of contents easily based on the heading styles you have used in the document. Apply a heading style using the Home ribbon to your section titles, and you can then choose from a number of TOC formats.

Footnotes / Endnotes

Click an insertion point in your document and then add a footnote or endnote with these commands. You can also navigate through larger documents with many footnotes using these commands.

Citations and Bibliography

Cite works used in your document. Choose from a number of standard citation formats (APA, MLA, etc.) and enter all necessary information in an easy-to-use dialogue box.

Captions

Add a caption to a diagram or image. If you add a caption to every diagram/image, Word can easily create a table of figures for you based on the caption data.

Index

Mark key words or phrases and Word can create an index for you.

Table of Authorities

Mainly used in legal documents, Word offers full citation facilities for any legal references you may need.

Protecting your Document

Word 2007's security features help insure your document more than ever. Click Review → Protect Document:

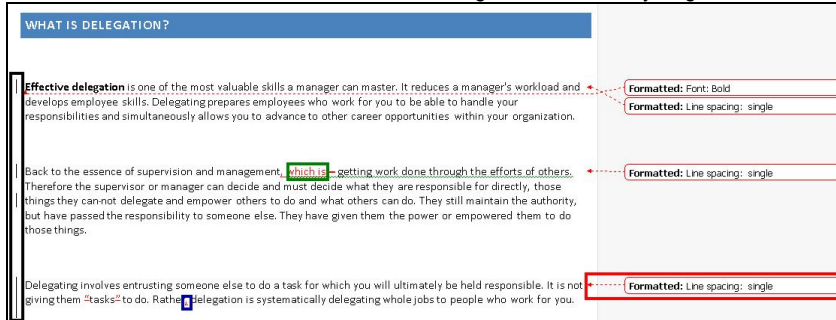


This option lets you prevent someone from modifying a document, changing any formatting, adding or removing content, etc. without first entering a username and password that you have assigned.

You can specify different security features that will allow others only to modify certain items, the entire document, or nothing at all.

Tracking Document Changes

Press Ctrl + Shift + E, or click Review → Track Changes to record every single modification of a document.



Formatting changes (Circled in red)

Line connects the text to a balloon in the margin; balloon denotes change.

Deletions (Circled in blue)

Line connects the place where text was removed to a balloon in the margin; balloon notes what was deleted.

Insertions (Circled in green)

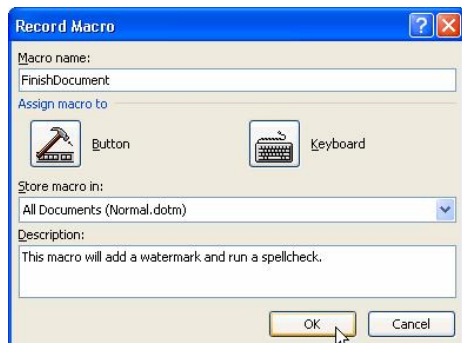
Text is underlined and different colour.

All changes (Circled in black)

Vertical line in left margin next to any changed text.

Recording and Using Macros

A macro is a collection of commands that can be performed at once, and is normally used to perform a simple but tedious task over and over again. Click Record Macro in the Developer ribbon, and give the macro a name. You will also specify how you want to use the macro – either as a button in the Quick Access toolbar, or as a keyboard shortcut (two or more keys pressed at once):



Some commands cannot be recorded, but those that can be are identified by this:



Once a macro is recorded, you can use it by:

- Clicking Macros in the Developer ribbon, choosing a macro and then clicking Run
- Using your specified keyboard shortcut, if applicable
- Clicking the icon placed in the Quick Access toolbar.

Macros can also be edited by using VBA (Visual Basic for Applications). To edit code, click Macros → Edit, and the Visual Basic editor will appear:

