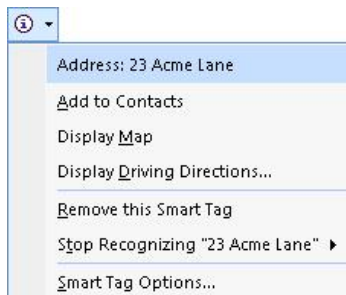


Smart Tags in Word 2007

A Smart Tag is used by Word 2007 to identify a particular element in a document. Smart Tags must be enabled before use; open Word's option pane and click the Advanced Tab. In the Show document content section, click Show Smart Tags.

For example, if you type in "23 Acme Lane," Word will now recognize that as an address and underlines it in purple dots. Click the Smart Tag icon (i) to see Smart Tag options:



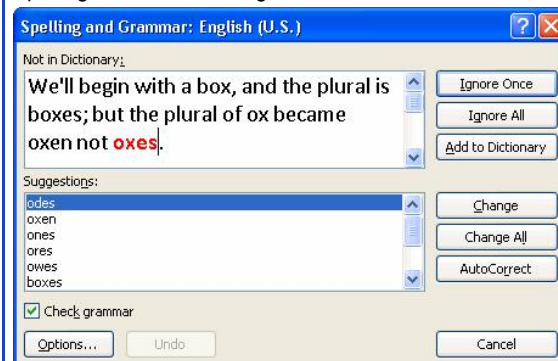
Type of Tag	What it recognizes	Options
Address	Street addresses	Allows you to obtain driving directions, add the address to your Outlook contacts, and view a map.
Date	Dates	Allows you to schedule appointments.
Financial Symbol	Stock symbols	Obtain stock quotes, company reports, and news on the selected company.
Measurement Converter	Metric or imperial measurements	Convert from metric to imperial or vice-versa.
Person Name	First and last names	Send an e-mail, add the person to your contacts, or schedule a meeting. Additional options will be available if the person is in your Outlook contacts.
Place	Street addresses	Allows you to obtain driving directions, add the address to your Outlook contacts, and view a map.
Telephone Number	Formatted phone numbers	Allows you to place a call and add the number to your contacts.
Time	Time	Allows you to schedule appointments.

Check Spelling/Grammar

Although you can deal with each spelling or grammatical error individually, you can save a lot of time by clicking Spelling & Grammar on the Review ribbon or pressing F7:



Spelling errors will be shown with suggestions in the Spelling & Grammar dialogue box:

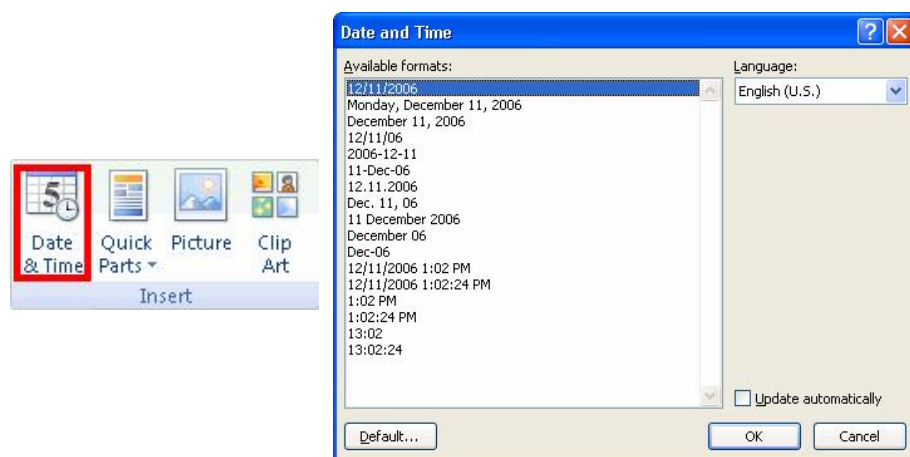


Choose from the following main dialogue options:

Ignore Once	Ignore this word once.
Ignore All	Ignore all further instances.
Add to Dictionary	Recognize this word from now on as not misspelled.
Change	Change word to current suggestion.
Change All	Change all further instances to current suggestion.
AutoCorrect	Automatically correct this work in the future to the current suggestion.
Check Grammar	Check this box to check grammar as well as spelling.

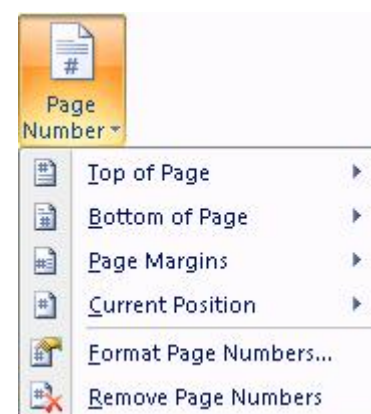
Inserting the Date and Time

Use the Insert ribbon and click the Date and Time command. Choose a date format from the list. Above the OK button, you will notice a checkbox marked Update automatically. Check this if you want the date and time to be automatically updated correctly the next time you open the document.



Inserting Page Numbers

Page numbers are easy to insert into your document. Click the Page Numbers command in the Insert ribbon and choose a location:



Adding Hyperlinks

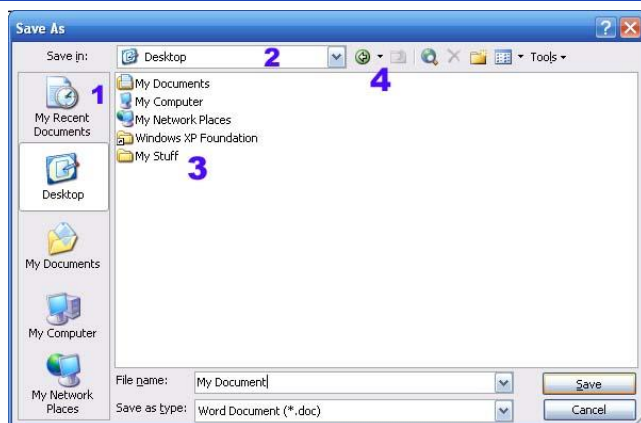
You can add a hyperlink in a document to move to a number of different locations. Creating a hyperlink is easy. Type some text you want to make a link, select the text, then click the Hyperlink command. You can link this text to one of four locations:

- To an existing file** Link to an existing file on your computer. (These links will not work if you send the document to someone else, as they will not have the file in the location you have specified.)
- To this document** Link to another place in this document. This is usually used in indexes and tables of contents.
- To a Web page** This is the most common type of file, called a hyperlink. Clicking on this type of link opens the specified page in an Internet browser window.
- To an e-mail address** Also called a mailto link. When you click this type of link a new e-mail message will open up in your e-mail program, with the information in the mailto link filled out.

Word 2007 Compatible File Formats

- .docx** Word's default format.
- .docm** Word documents with macros.
- .doc** The default format for Word 97-2003 documents.
- .dotx** Format for Word 2007 templates.
- .dotm** Word templates with macros.
- .dot** The default format for Word templates in Word 97-2003 versions.
- .pdf** Portable Document Format. Used by Adobe Acrobat reader; Word 2007 can produce these documents if the appropriate plug-in has been downloaded and installed (see manual for details).
- .xps** XML Paper Specification. Similar to PDF; Microsoft's iteration of this file format can be produced if the appropriate plug-in has been downloaded and installed (see manual for details).
- .mht, .mhtml** Multilingual (or MINE) HyperText Markup Language. A Web page saved as a single file; also known as a Web archive.
- .htm, .html** HyperText Markup Language, a common Web page format.
- .rtf** A Microsoft-proprietary document similar to .doc, but with less features. Used with WordPad, an editor included with Windows.
- .txt** Plain text format that can be used with nearly every word processor.
- .xml** Extensible Markup Language, commonly used in Web pages.
- .wps** Default format for Microsoft Works Suite 6.0 and 7.0.

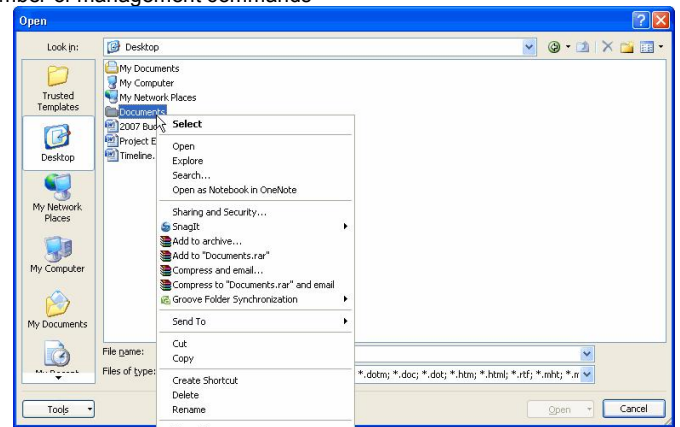
Navigating Using My Computer



1. The My Places toolbar is a list of commonly used places in Windows. You can click on any icon and its contents will be displayed on the left hand side of the dialogue box.
2. You can also click this drop-down menu to choose a place in Windows including all hard disks, CD-Rom drives, and removable media. Once you choose a location, its contents will be displayed in the centre pane.
3. This window displays the contents of the selected location. You can double-click on folders in this window to save or open documents in those locations.
4. Use the back button to go back to the previous folder. You can also use the up one level icon on this toolbar to go up one folder level.

Right-click Functionality in My Computer

When you right-click a file or folder in the My Computer dialogue box, you can access a large number of management commands



If you right-click a folder, you will see these commands:

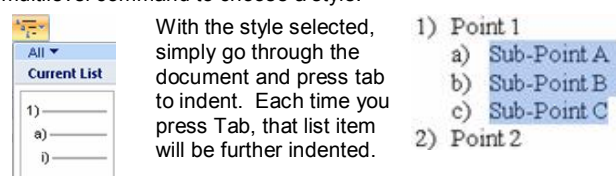
- Select** Highlights the folder
- Open** Opens the folder
- Explore** Only for folders; opens folder in Windows Explorer (a more advanced version of My Computer)
- Search** Only for folders; opens Windows Search folder
- Send to** Sends information to Desktop (as a shortcut), zipped folder, writable media (CD-ROM), e-mail recipient, or My Documents
- Cut/Copy** Cut/copy selected file to clipboard
- Create Shortcut** Makes shortcut to folder
- Delete** Sends folder to Recycle Bin
- Rename** Gives folder a new name
- Properties** Displays folder characteristics

Files, when right-clicked, show some of the above and the following:

- Open** Opens the file; if default program for the file is not Word, the default program will open the file
- Edit** Opens the file to edit, conditions listed above apply
- New** Creates a new file of selected type
- Print** Prints the selected file
- Open With** Choose another compatible application to open the file

Creating a Multilevel List

Select the text you want to use in the multilevel list, then use the multilevel command to choose a style:



With the style selected, simply go through the document and press tab to indent. Each time you press Tab, that list item will be further indented.

- 1) Point 1
 - a) Sub-Point A
 - b) Sub-Point B
 - c) Sub-Point C
- 2) Point 2