

Word Basics

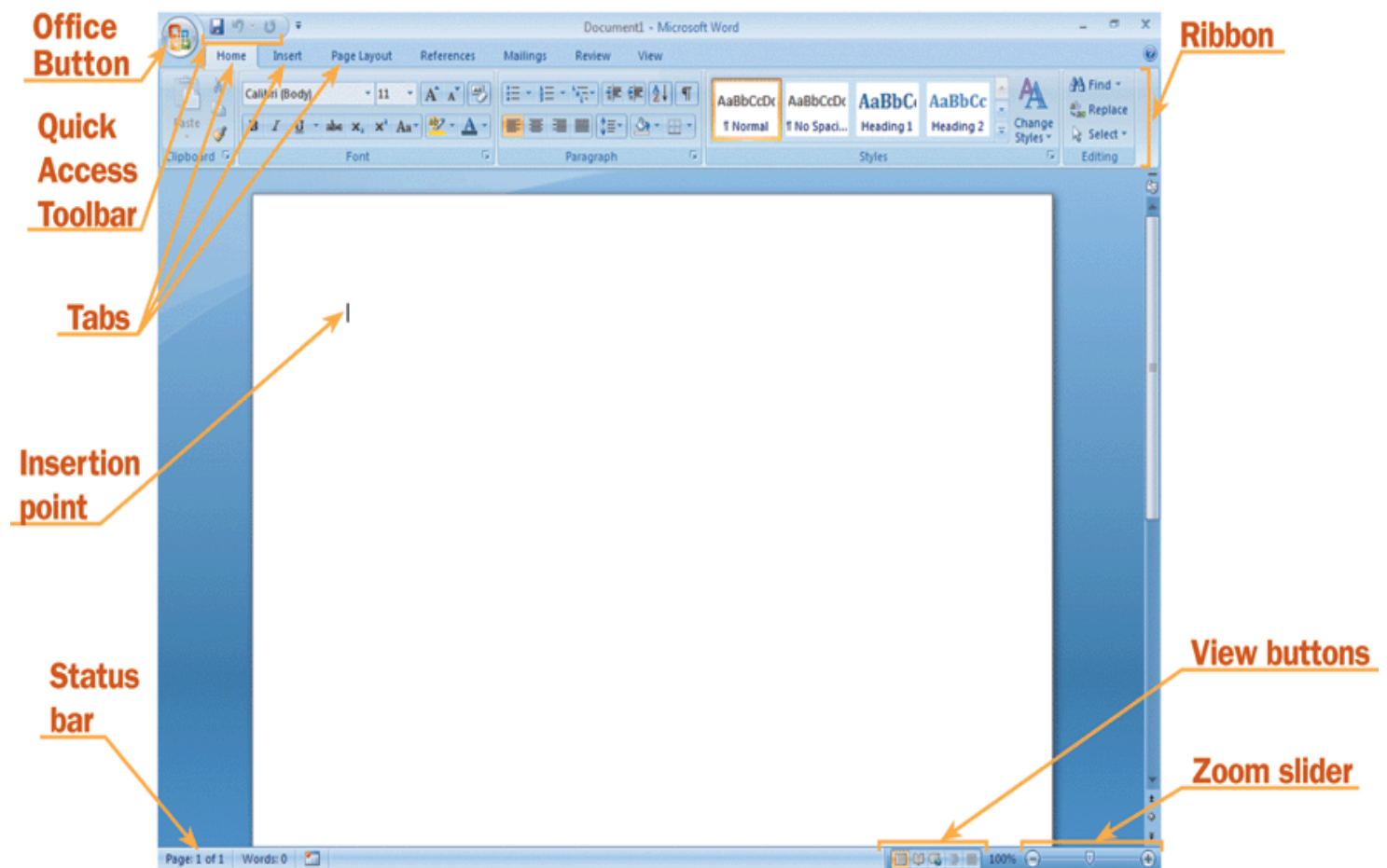
Introduction to Word Processing

Word processing is the use of the computer software to enter and edit text. When using word processing software such as Word 2007, you can easily create and edit documents such as letters and reports. You can even create more complex documents such as newsletters with pictures and other graphics. These documents can be used in school, career, personal, and business activities.

Starting Word

Click the Start button, point to All Programs, click Microsoft Office, and then click Microsoft Office Word 2007.

FIGURE 1-1
Opening screen in Word



Identifying Parts of the Opening Screen

- **Office Button:** Click to open a menu, which contains commands for working with files.
- **Ribbon:** Contains commands, organized by tabs.
- **Quick Access Toolbar:** Contains buttons for common commands; you can add buttons to it.
- **Insertion point:** Shows where text will be typed.
- **Status bar:** Displays information about the current document.
- **View buttons:** Allow you to change views quickly.
- **Zoom slider:** Allows you to increase or decrease the size of the document.

Understanding Document Views

Print Layout: Shows how a document will look when it is printed.

Full Screen Reading: Shows text on the screen in a format that is easy to read.

Web Layout: Simulates a Web page.

Outline: Displays headings and text in outline form.

Draft: Shows only the text of a document