Microsoft Office 2007 brought some significant visual changes to the popular word processing program Microsoft Word. These changes are, for the most part, just that visual. These changes include a new “ribbon” layout and multiple ways to perform the same function. This worksheet is meant to give you the basic guidelines on how to manipulate any Word document in order to format it according to course guidelines.

**Word 2007 Ribbon**

The new look of Word 2007 may seem daunting, but it is a relatively straight-forward design. Main options for changing your fonts, line spacing, bulleted lists and others are all available on the “Home” tab, which is currently selected in the image above. Other options fall under their respective tabs. Need to insert something? Click on the “Insert” tab for a list of options and tools. Need to adjust the margins, set columns, or change the size or orientation of your paper? Click on the “Page Layout” tab. You might want to click through some of the tabs and get familiar with what options you have available to you.

**Setting Margins**

If you click on the “Page Layout” tab, you will see various tools including, margins, orientation, size, columns, etc. All of these can be useful and, again, before starting an assignment, you might want to play around with some of these settings to see what they will do. Some will be useful and some will not.

For our purposes, focus on the “Margins” listing on the left side of the ribbon. If you click on that once, you will be given a list of possible margins to use for your document, which you can see on the next page.
These options allow you to set how much white space will surround the text in your document. White space is important because it helps your reader focus on the writing on the page and can also help separate lines and paragraphs, which we will discuss later. For most academic purposes, you will be required to set 1 inch margins for the top, bottom, left and right of your document. As you can see above, there is a preset option for 1 inch margins, which is labeled as “Normal” and highlighted in the screen capture. Currently the document in the image is set to .5 inch margins. But notice the difference in the ruler shown above and the one in the next image.
As you can see in this image by looking at the rulers on the left and top, the margins are now set to 1 inch. Your margins should look the same in your document.

**Change The Font Style And Size**

So that you can see the changes on your screen, first type some text into your document. It can be something as short and simple as, “This is a test,” as is typed above. Once you have typed out your text, highlight it by placing your mouse cursor to the side of the text, pressing and holding down the left-click button on your mouse, and then pulling the mouse cursor across the text. Once you have done that, release the left-click button, and your text should be selected.
After you have highlighted your text, left-click once on the downward facing arrow to the right of the “Font” list, which is above the left part of your document. It may list your current font as “Calibri”. Once you have clicked on the arrow, you will be presented with a large number of options. Test how they change your text by trying multiple types of fonts. You might compare the difference between Algerian and Bell MT for instance or any of the other font styles. Many of these fonts are not acceptable for academic essays. You should check with your instructor to see if there is a specific font required for your work. Some that should be acceptable include Calibri, Times New Roman, Arial and Courier New, among others.

To change the size of your font, left-click once on the downward-facing arrow to the right of the number next to the name of the font style you have selected. Try different sizes to see how they affect the size of your text. For most academic essays, your font size should be 11 or 12. However, check with your instructors to be certain.
Bolding, Italicizing And Underlining Your Text

To **Bold** text, you must either left-click once on the bold key, the large, darkened “B” above the text box in the above image, before you start typing or highlight the text you want to bold and then left-click once on the bold key. In this example, the text already exists and has already been highlighted.

Notice how the text has become darker and thicker once it has been bolded. Next we will learn how to **italicize** the text.
To *Italicize* the text, you must either left-click once on the italic key, the large, slanted “I” above the text box in the above image, before you start typing or highlight the text you want to italicize and then left-click once on the italic key. In this example, the text already exists and has already been highlighted.

Notice how the text is now slanted slightly to the left. Next we will learn how to *underline* the text.
To Underline the text, you must either left-click once on the underline key, the large, underlined “U” above the text box in the above image, before you start typing or highlight the text you want to underline and then left-click once on the underline key. In this example, the text already exists and has already been highlighted.

Setting Text Alignment

Text can be set to either align to the left or right, center or to be justified, meaning the text is stretched to fit evenly across the page with smooth left and right margins. For most writing, your text alignment will be set to align left. Here are some examples of how these various settings will affect your text.

Currently the text is set to align left.

Now the text is set to align right.
In the above examples, you can see the different affects using the various alignment tools can have on your text. The text alignment tools are the small blocks made up of lines in the “Paragraph” section of the “Home” tab. They should generally be located right above the word “Paragraph” on the ribbon at the top of your document. Try using the different selections to see how they change the alignment of the text in your document.

**Changing Line Spacing**

Besides indenting the first line of a paragraph, you also must be sure to set the document’s line spacing to double space. In Word 2007, you may find your line spacing automatically set to 1.5 spaces or single space. This is easily changed. First, left-click on the little arrow to the right of the word “Paragraph” on the ribbon above.

For our training session, begin by writing out several lines of text. Once you have those, highlight them, as described earlier. They should be shaded as in the above image.
Once your text is highlighted, left-click once on the downward-facing arrow to the right of the “Paragraph” listing on the Word 2007 ribbon. This will bring up the Paragraph dialog box, which can be seen below. Left-click once on the downward-facing arrow below the “Line Spacing” section and select “Double”. Academic essays should always be double-spaced.
After setting the Line spacing to Double, next left-click once on the box to the left of the text: “Don’t add space between paragraphs of the same style”. This will keep Word 2007 from adding a larger gap between paragraphs then between individual lines. After that is done, left-click once on the “OK” button to change your settings. What you should see next should resemble the spacing of the text in the image below.

Besides indenting the first line of a paragraph, you also must be sure to set the document’s line spacing to double space. In Word 2007, you may find your line spacing automatically set to 1.5 spaces or single space. This is easily changed. First, left-click on the little arrow to the right of the word “Paragraph” on the ribbon above.
To insert page numbers, first left-click once on the “Insert” tab at the top of the document and then left-click once on the “Page Number” button. You will be given a range of options. For most academic essays, you will be required to have page numbers in the top right of your document. To do this, place your cursor over the “Top of Page” option. A new listing of options should appear to the left or right of the “Top of Page” section. From that you will need to select “Plain Number 3”, which will place a page number in the upper right of your document.
After selecting “Plain Number 3”, your page number should appear in the upper right corner of your document. From here on, Word 2007 will continue to add page numbers to each new page of this document.

**Saving The Document**

Once you have your document formatted, you will need to save it. Click on the Office Button in the upper left corner of your screen. Next, highlight the “Save As” option, which will open up additional options for saving your document as shown in the below image.
Select the “Word Document” option, change the “File Name” field to a name of your choice, and save the document as a Rich Text Format (.rtf) file, which is compatible with most, if not all, word processing programs.

Congratulations
You have successfully formatted and saved a word processing document using Microsoft Word 2007. You can save this document for future use when you have essays to write. Simply open this document and save it as a file name for your assignment, such as Engl. 101 Essay 1.