

**TIPS AND TRICKS
MICROSOFT WORD
2007**

The Power of Page Set-up

SETTING PAGE MARGINS

Page margins are the blank space around the edges of the page. In general, you type your text in the printable area inside of your preset margins.

1. Select the **Page Layout** tab on the Ribbon



2. Click the **Margins button** drop down

3. Choose from the list of preset Margins

OR...

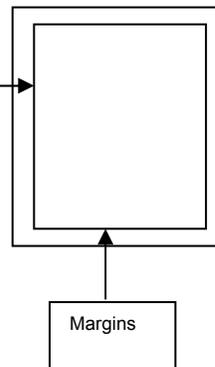
4. Choose **Custom Margins....**

The Page setup dialog box will appear.

5. Set the Margins to whatever you want them to be
6. Make sure the “Apply to:” area says **This section.**

NOTE: There is a drop down next to the “Apply to:” section that will allow you to apply a particular margin to the whole document, or from this section forward. By leaving the setting at “This section”, you leave the possibility open to have different settings throughout your document

7. Click on **OK.**



SETTING THE PAPER ORIENTATION TO LANDSCAPE

*The default setting for Paper Orientation is **Portrait.***

1. Select the **Page Layout** tab on the Ribbon.
2. Click the Orientation button  drop down
3. Select **Landscape.**

The orientation will be changed to landscape for the document “section” you are in. Notice that if you do not have ANY section breaks (a definite possibility!) then the entire document will change to landscape orientation.

NOTICE: You can also get to the page “Orientation” by using the steps previously mentioned to pull up the **Page Setup** dialog box and then choosing the **Layout** tab.

Changing Paper Size

Default page size is 8 ½ X 11

Select the **Page Layout** tab on the Ribbon

Click on the **Size** button in the **Page Setup** group.

CHANGING PAPER SOURCE TO MANUAL

The default setting for Paper Source is **Default Tray** for most printers. This means the printer will automatically select paper from the paper tray.

1. Select the **Page Layout** tab on the Ribbon.



2. Click the **Margins** button drop down

3. Choose **Custom Margins...**

4. Select the **Paper** tab

5. In the **Paper Source** area where it says **First Page:** select **Manual Feed**.

Notice: You may need to select manual feed where it says **Other pages:** too if you need more than just the first page to print from the manual feed tray.

6. Click on **OK**.

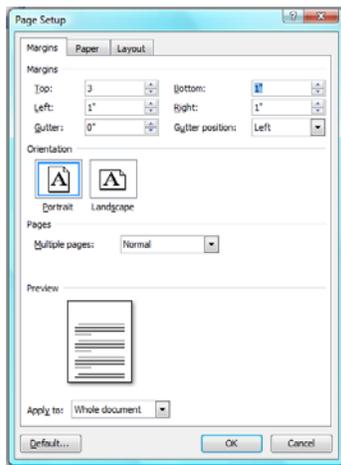
Default Margins

The default margin in Word 2007 environment is one inch from the top, bottom and each side. Each individual may choose their preferred margins used in all newly created documents.

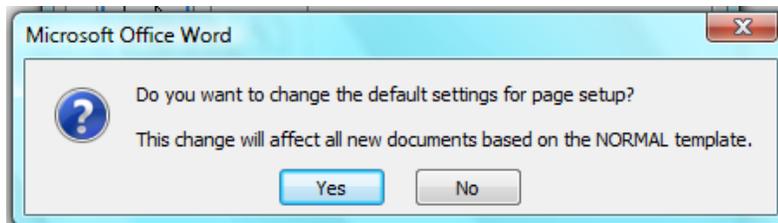
1. In the Ribbon, click on the **Page Layout** tab.
2. Click on the **Margins** command button.



3. Click on **Custom Margins**.



4. Change the margins as desired.
5. Click the **Default** button.
6. Click **Yes** in the Confirmation box.



Exercise

1. Open a new document
2. Set your Left margin to .5 inch
3. Set your Right margin to .5 inch
4. Set your Paper Size to Landscape
5. Make these settings your default settings
6. Return your Paper Size to Portrait, and left and right margins to 1 inch.
7. Reset Portrait, and 1” margins as your default.

A Tab... is a tab.. is a tab.....not exactly

There are 4 types of tabs in Word.

-  Left tabs – tab as we know and love it
-  Center tabs – allows you to center text around the tab stop
-  Right tabs – right align text at the tab stop
-  Decimal tabs – allows you to align columns of numbers on the decimal point

*Each of the above tab stops can have **leaders** assigned to them.

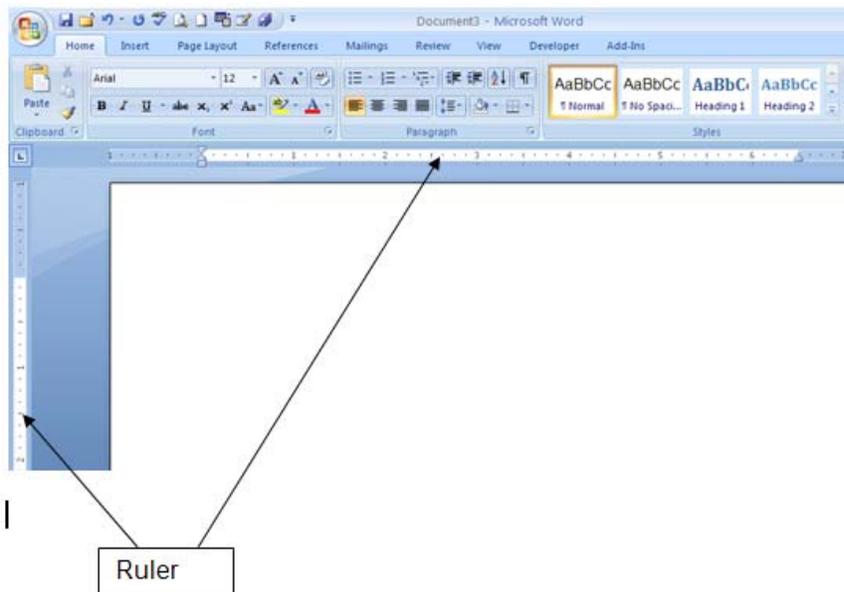


THE BEST WAY TO SET TABS:

Just like in Word 2000, the quickest way to set tabs for the current paragraph or for a few paragraphs is to **use the Ruler Bar**.

MAKING SURE THE RULER IS TURNED ON

If the Ruler is turned on you should see it at the top of the “document” portion of your screen, and to the left of the “document” portion of your screen.



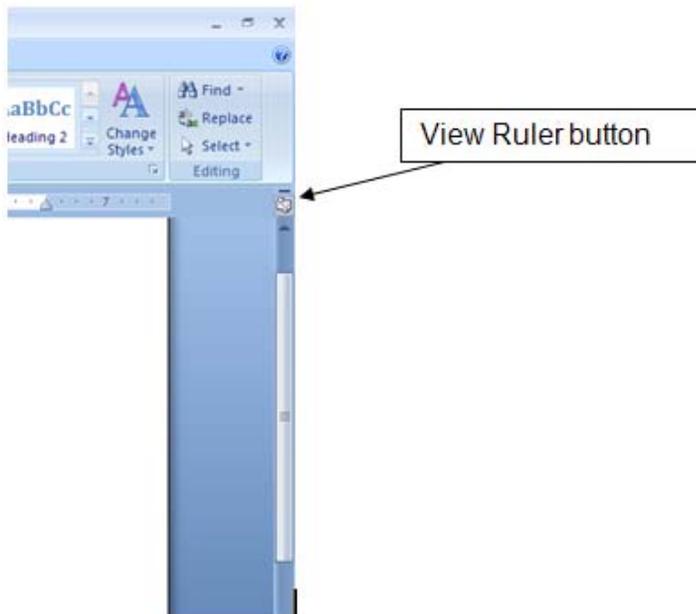
If the Ruler is not turned on then...

1. Select the **View** tab from the Ribbon
2. Click On the check box next to Ruler

OR

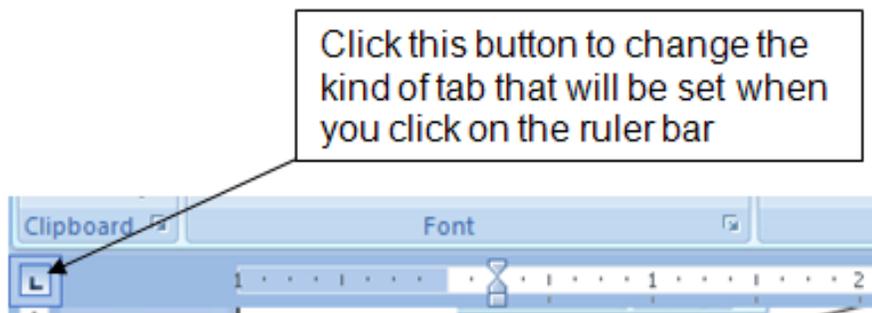


Click on the View Ruler button  above the top of the up and down scroll bar



SETTING TABS ON THE RULER

1. If paragraph text is already typed, select the text first.
Or
Anchor the insertion point in the paragraph where the tabs need to be set.
2. Click the tab icon button at the left edge of the horizontal ruler, until it shows the icon for the type of tab you want.



3. Click the location on the **Ruler Bar** where you want to add the tab. (The tab icon will appear on the ruler at that location).

4. To remove a tab from the ruler, click on the tab icon (a vertical bar will appear when you touch the tab); drag the tab icon from the ruler.

SETTING TABS USING THE TABS DIALOG BOX

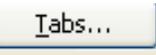
Use the **Tabs Dialog** box when you need to set tabs at exact locations, or to clear tabs. The Tabs Dialog box is also used **to assign leaders to tab settings**.

1. To affect multiple paragraphs, select all of the paragraphs.
OR
Anchor the insertion point in the paragraph where the tabs need to be set.

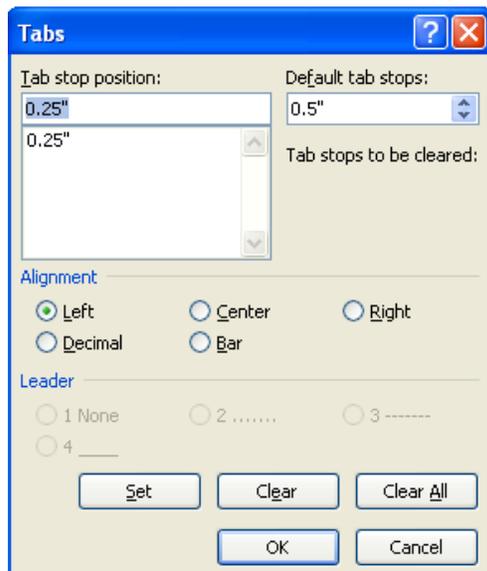
2. Select the **Home** tab on the **Ribbon**..

3. Click on the **dialog box launcher** button in the **Paragraph** group.

The paragraph dialog box will appear.

4. Click on the  button in the bottom left corner of the Paragraph dialog box

This Tabs dialog box will display.



5. To clear all your current tab settings, click the **CLEAR** button once.
6. Type the desired tab setting in the Tab Stop Position box.

Example: Type 1.5 to set a tab at position 1.5 inches

7. . Choose the tab alignment in the Alignment Box:
Left Center Right Decimal
Bar (Bar inserts a vertical bar at the tab position.)
8. In the **Leader Box**, specify the tab leader if you want one. Leaders can be: periods, hyphens or underlines
(Periods are the most common leader)

**Leaders can only be set using the
Tabs dialog box.**

9. Click the **Set** button.
10. Repeat steps 1 thru 7 to set more tabs if necessary.
11. Click the **OK** button to close the Tabs Dialog Box.
12. Your new tabs will automatically be activated and will display on the ruler.

NOTICE: The Tab stops you set will be a part of any “new” paragraph formatting until you decide to make a change to the tab sets.

Exercise

1. Open the document called: **Tabs Holiday Schedules**
2. Notice that the tabs for **George Washington’s Birthday** do not align with the Holiday dates on the other lines of the document.
3. Repair this by changing all the tab settings from 3.5 to 4.

Tip: You can use the **Tab** ruler or the Tab dialog box to fix the problem.

Solution to Exercise:

Using the Ruler Bar

1. Select all text starting beginning with the word “**Holiday**” through the last date of Tuesday, December 27
2. Slide the Left tab icon on the ruler bar over to 4.
3. Deselect the text.

Using the Tab Dialog Box

1. Select all text starting beginning with the word “**Holiday**” through the last date of Tuesday, December 27
2. Select **Home** tab, and the **dialog box launcher** button in the **Paragraph** group
3. Click on the **Tabs...** button
4. Inside the Tab dialog box, click on the tab setting of 3.5
5. Click to the **Clear** button to remove this tab
6. In the **Tab Stop Position** field type **4**
7. Click **Set**.
8. Click **OK**

PARAGRAPH STUFF

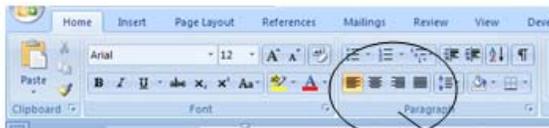
NOTICE: In Word 2007, you can use two different places on the Ribbon to pull up the **Paragraph** dialog box – the **Home** tab, **Paragraph** group, or the **Page Layout**, **Paragraph** group. In both cases, you will click on the dialog box launcher button.

Selecting Paragraph Alignment

There are 4 options for paragraph alignment in the Word environment.

- a) Left
- b) Centered
- c) Right
- d) Justified

1. Click once inside the paragraph you'd like to align.
2. Select the **Home** tab and locate the alignment buttons under the **Paragraph** group.



Alignment buttons on the Ribbon

3. Select the alignment option you wish to use.

NOTICE: Multiple paragraphs can be aligned if text is selected before applying paragraph alignment.

Setting Left and Right Indentation for a Paragraph

Indentation is defined as: The space between the paragraph and left margin or the right margin.

If you have a 1 inch left margin and you specify a 1” indent, your text will be placed 2 inches from the edge of the paper.

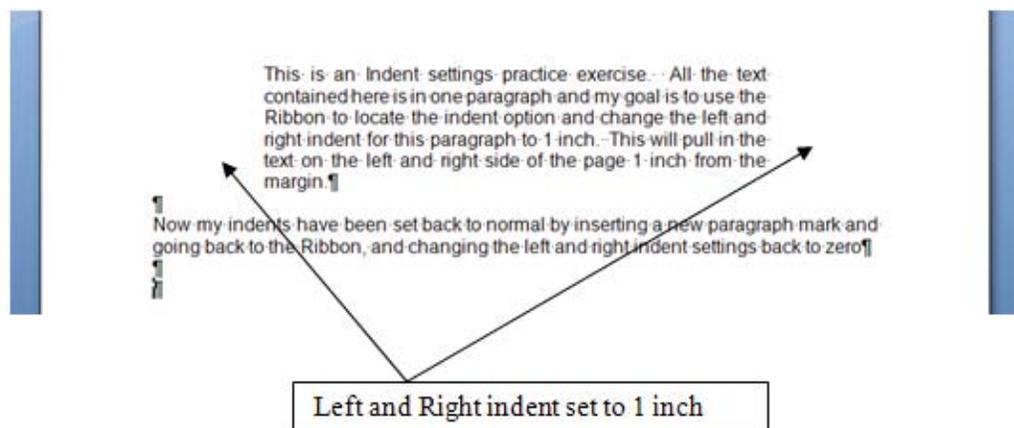
- Click once to anchor the insertion point in the paragraph.
 - Right-click and choose **Paragraph** from the menu
- Or
- Select the **Page Layout** tab on the Ribbon and **Indent** under the **Paragraph** group

You can increase the indentation for the left and right sides of a paragraph.

Multiple paragraphs can be indented if text is selected.

1. Click once inside the paragraph you’d like to indent.
Or select multiple paragraphs.
2. Select the **Page Layout** tab and go to the **Paragraph** group.
3. In the **Indent Left Box**, enter the distance to indent the paragraph from the left margin.
4. In the **Indent Right box**, enter the distance to indent the paragraph from the right margin.

Your “indent setting” will adjust automatically for the paragraph you are in, or if you have multiple paragraphs selected, for the area you have selected.



First line Indentation for a Paragraph

You can increase the indentation for the first line of a paragraph.

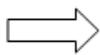
This feature is similar to manually pressing the tab key to indent the first line of a paragraph.

1. Click once inside the paragraph you'd like to indent.
OR
Select multiple paragraphs.
2. Select either the **Home** tab or the **Page Layout** tab, and click on the dialog box launcher under the **Paragraph** group.

The Paragraph dialog box will display.

3. In the **Special Box**, choose First Line (adds an indent to the first line only of the paragraph)
4. Click **OK**.

First Line Indent example:



Of the funds provided for teacher salaries, funds may be used to pay salaries for those retired members of the State Retirement System returning to employment covered by the system as certified teachers employed by a school district or special school to teach in the classroom or serve as a guidance counselor in their area of certification in a critical academic need area or geographic need area as defined by the State Board of Education. However, a school district or special school may not consider a retired member of the system for employment before May 31.

What In The World is a Hanging Indent and Why Do I Want One?

In word processing, a paragraph that has all lines but the first indented is known as a *hanging paragraph*.

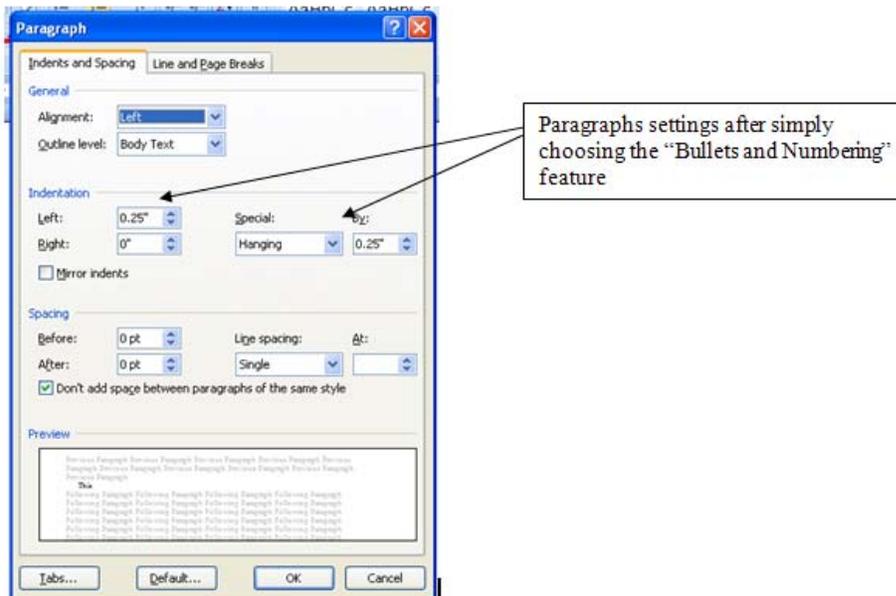
Example: Hanging Indent

There is created the State Board of Medical Examiners to be composed of twelve members, three of whom must be lay members, one of whom must be a doctor of osteopathy, two of whom must be physicians or surgeons from the State-at-large, and six of whom must be physicians or surgeons representing each of six congressional districts. All members of the board must be residents of this State, and each member representing a congressional district shall reside in the district the member represents. All physician members of the board must be licensed by the board and must be practicing their profession in South Carolina.

A MORE PRACTICAL USE

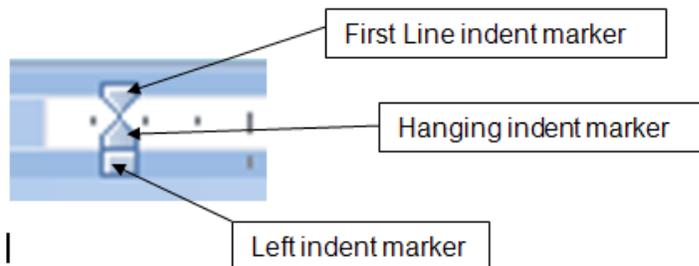
Hanging indents work best for bulleted or numbered paragraphs. The bullet or number hangs out to the left of the paragraph text, and the text wraps neatly and aligns with the first line of the paragraph.

NOTICE: If you use the “Bullets and Numbering” feature in Word 2007, you can then go to the Paragraph dialog box and see how it is actually using a Special “hanging” indent, as well as “left” indent to accomplish the effect



Understanding the Markers on the Ruler bar

In addition to different tab stops, there is also a “marker” available on the Ruler bar made up of three different parts that affect the paragraph settings.



First Line indent marker – creates an “indent” from the Margin for the first line only of a paragraph

Hanging indent marker – creates an “indent” on all the lines after the first line. Most commonly used in the bullets and numbering.

Left indent marker – creates a left “indent” from the Margin of every line within a paragraph. Moving this marker will bring the other markers along with it so that you don't have any difference in the first line, and subsequent lines of a paragraph.

Short Cuts for Indents (Keyboard)

If you end up using “indents” a lot with your documents I think you will find the following keyboard shortcuts to be very useful to know.

INDENT HINTS	
Ctrl + M	Indent to the left
Ctrl + Shift + M	Decrease Indent from Left
Ctrl + T	Hanging Indent
Ctrl + Shift + T	Decrease Hanging Indent

Increase and Decrease indents (Ribbon)

To increase or decrease indents using the Ribbon

1. Select the **Home** tab, **Paragraph** group
2. Click the appropriate button for what you want to do



INCREASE INDENT



DECREASE INDENT

Exercise

1. Open the document called: **Multiple Paragraphs**
2. **Justify** the first paragraph
3. Create left and right indentions for paragraphs 2 and 3 -- 1.5 inches on each side.
4. Justify paragraphs 2 and 3
5. Create a first line indent for paragraph 4.
6. Hanging Indent/Number the last 3 paragraphs about the “**Commission**”.
7. **Save** your document.

Paragraph formatting can also be utilized to set the following:

- Spacing before and after a paragraph
- Pagination flags (*whether Word keeps the lines of the paragraph together on the same page*)
- Line spacing

Line Spacing Short Cuts

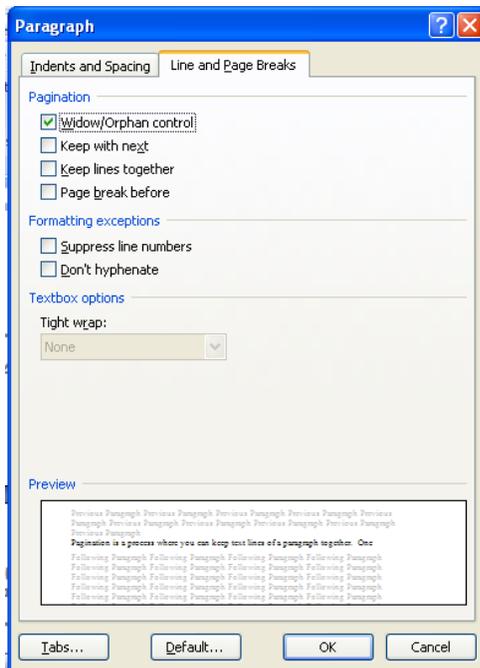
- Ctrl + 1 single space
- Ctrl + 2 double space
- Ctrl + 5 1.5 space

Pagination

Pagination is a process where you can keep text lines of a paragraph together.

To see Pagination options

1. Click on the dialog box launcher in the **Paragraph** group on the Ribbon.
2. Select the **Lines and Page Breaks** tab from the top.



Different options are available such as preventing single lines at bottom and top of pages (Widows/Orphans) to keeping lines of text on the same page (Keep with next)

PARAGRAPH FORMATTING – THE POWER OF THE ¶

Never underestimate the power of the pilcrow -- ¶

The ¶ is a very powerful character. The pilcrow is the basis for all paragraph formatting in Word. Word stores formatting information about the paragraph in the pilcrow at the end of each paragraph.

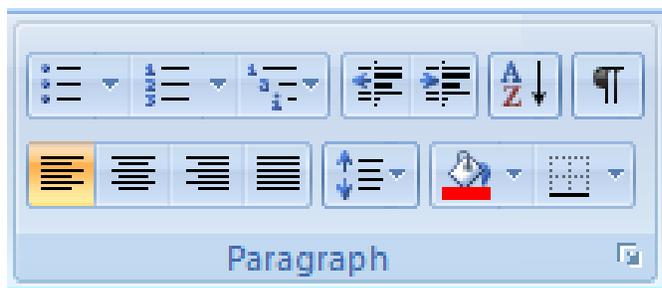
Remember...the pilcrow is a character and it can be deleted.

If the ¶ is not visible on your screen, click the ¶ (Show/Hide) button on Ribbon by going to the **Home** tab, **Paragraph** group.

RESTORE A PARAGRAPH'S ORIGINAL FORMATTING

1. Select the paragraph you want to restore to its original formatting.
2. Press **CTRL+Q**. Word removes all the formatting for that paragraph

So what formatting features will CTRL+Q reset? When you think of “formatting” in a paragraph there’s a lot of things that may come to mind. The easiest way to think about what things CTRL+Q will reformat is to know the commands that are available in the **Paragraph** group on the Ribbon. These are the things CTRL+Q will restore: Bullets & Numbering, Indents, Alignment, Tab stops, fill colors, line spacing, and paragraph borders.



More Paragraph Formatting – Borders and Shading

1. Click inside the Paragraph that you want to apply borders and shading

OR

Highlight multiple paragraphs that you want to apply borders and shading

2. Select the **Home** tab on the Ribbon
3. Locate the **Shading** button and **Border** button in the **Paragraph** group.
4. Use the options in the drop down menus on the **Shading** and **Border** buttons to apply formatting to your paragraph or selection.

Sample Paragraph “Border and shading”

A BILL

TO AMEND SECTION 34-3-850, CODE OF LAWS OF SOUTH CAROLINA, 1976, RELATING TO THE CONSOLIDATION OR MERGER OF BANKS AND TRUST COMPANIES, TO PROVIDE THAT A FIDUCIARY OR OTHER RELATIONSHIP OF THE TRANSFERRING INSTITUTION DEVOLVES UPON THE RESULTANT BANK OR TRUST COMPANY EVEN IF THE TRANSFERRING INSTITUTION WAS NOT SERVING ACTIVELY IN THAT CAPACITY AT THE TIME OF THE MERGER, CONSOLIDATION, OR OTHER TRANSFER.

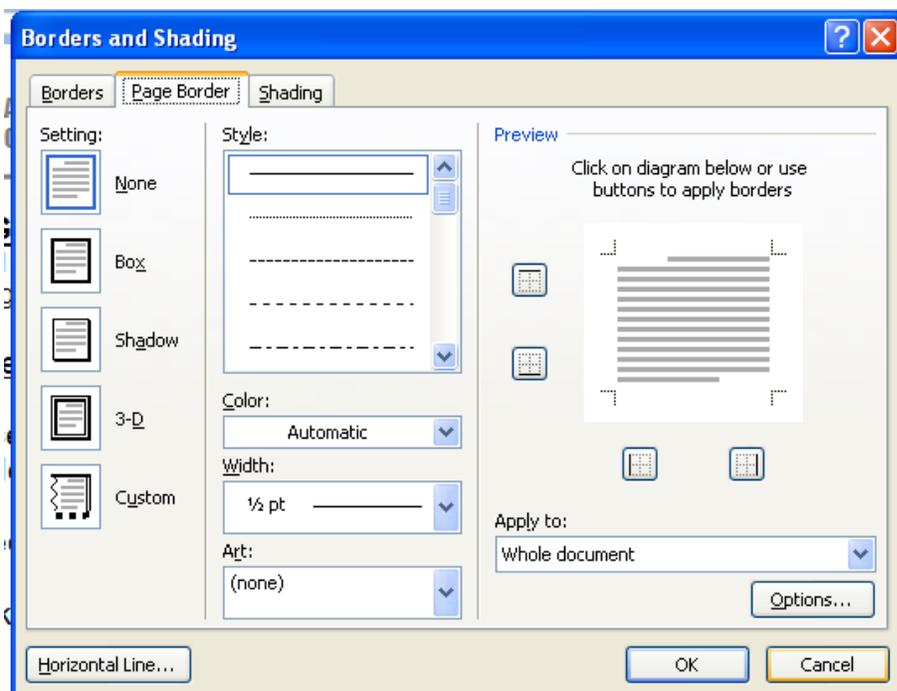
PAGE FORMATTING

Word 2007 has some nice, easy to use features to decorate your pages with backgrounds and borders, and effects.

Page Border

1. Place your insertion point anywhere in the page that you want to apply a border.
2. Select the **Page layout** tab on the Ribbon.
3. Click on the **Page Borders** button in the **Page Background** group.

The Borders and Shading dialog box will appear.

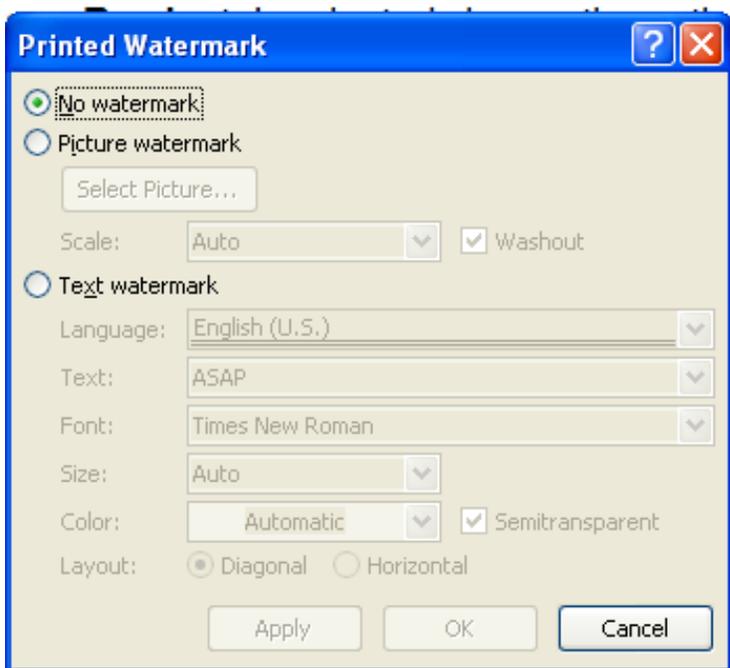


4. With the **Page Border** tab selected choose the options for the type of Page Border you would like.

Adding Watermarks

1. Select the Page layout tab.
2. Click on the **Watermark** button under the **Page Background** group.
3. Go to, and click on **Custom Watermark...**

The Printing Watermark dialog box will appear.



4. Choose the option you wish to use

Picture watermark – navigate to a picture or graphic you wish to use

Text watermark – type in text you would like to display

Example – click Text watermark and type in “DRAFT”

5. Click on **Apply** and **OK**.

Notice: The watermark will show up in Print Preview and when printed out but not in normal document view.

Sample output



Removing Watermark

1. Select the **Page Layout** tab on the Ribbon
2. Click on the **Watermark** button in the **Page Background** group
3. Select **Remove Watermark**.

WORKING WITH SECTIONS IN WORD 2007

What is a “Section” in Word and when do I need to use it? The actual term that is used is called a Section break, and it can be continuous, or start on the next page depending on what you are trying to do.

Section breaks are used to create layout or formatting changes in a portion of a document. You can change the following formats for individual sections:

Margins
Paper size or orientation
Paper source for a printer
Page borders
Vertical alignment of text on a page
Headers and footers
Columns
Page numbering
Line numbering
Footnotes and endnotes

For example, let’s say you had a document that had a “Title page” to it, but after that you wanted to create a page numbering in the footer. You would need to create a “section break”, so that Word would know to treat your Title page different from the rest of the document. In this case, you would want to start the page numbering on page 2, and not have any numbering on page 1, the Title Page.

INSERTING A SECTION BREAK

After the “Text” of your Title Page you would need to insert a Section break, Next Page.

1. Place the Insertion point at the end of the first page text
2. Select the **Page Layout** tab on the Ribbon
3. Under the **Page Setup** group, select the drop down arrow next to **Breaks**
4. Click on the **Section Breaks, Next Page** option.

NOTICE: A section break will allow you to apply a number of different “layout” features to a particular area of your document, but in this example we want to start page numbering on the second page of our document.

Adding Page Numbering

Page Numbering can be added to your document using the **Insert** tab on the Ribbon. Keep in mind that in Word 2007 the options you choose for page numbering will place the page number either in a **header** or **footer**.

SIMPLE PAGE NUMBERING

1. To apply a Page Numbering to your entire document...
2. Select the **Insert** tab on the Ribbon
3. Under the **Header & Footer** group click the drop down next to Page Number

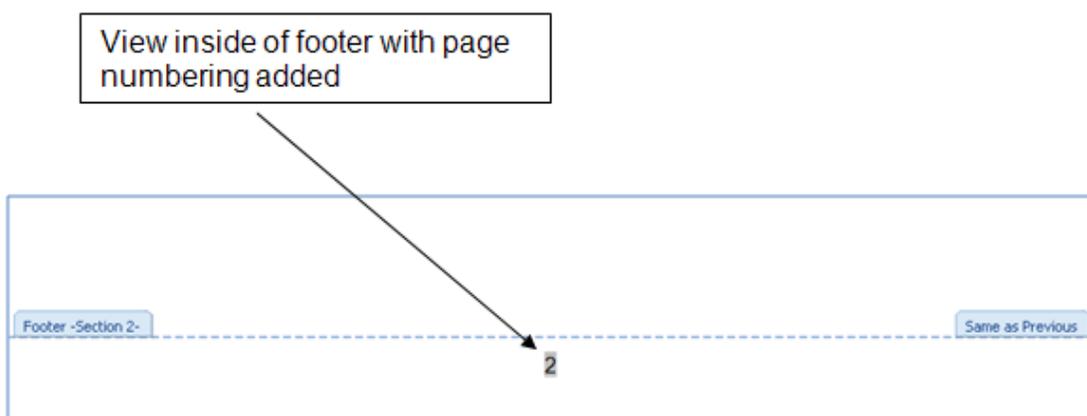


4. Select the location you would like to place your page numbering

For this example, let's choose the bottom, middle part of the page.

5. Select **Bottom of Page**, and the **Plain Number 2** option.

This will place the page number in the footer at the bottom of each page, and place the number in the middle of the footer area.



Page Numbering in a particular Section

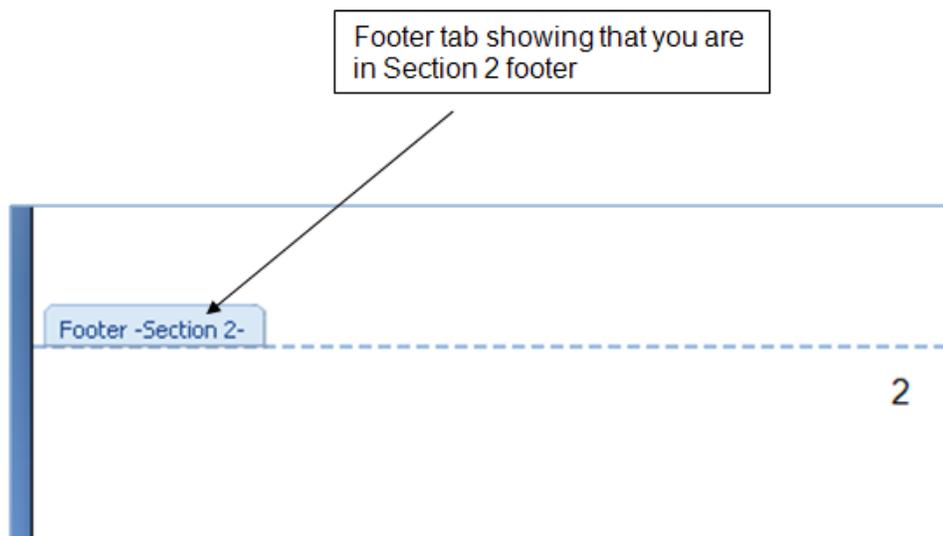
In this section, we will go back to our previous example where we wanted to include a Title page before starting our page numbering. **This example assumes you have added a section break to your document and want to apply page numbering from a particular section forward**

1. Anchor your insertion point in the document “section” that you want to apply page numbering.

In the previous example, we inserted a Section break, next page after the title page, thus creating a new “section” starting on page 2.

2. Select the **Insert** tab on the Ribbon.
3. Under the **Header & Footer** group click on the drop down on the **Page Number** button.
4. Select **Bottom of Page**, and **Plain Number 2** to insert the page number in the footer of the section you are in.

NOTICE: In keeping with the previous example, if you are inserting page numbering starting on page 2, after the title page, your footer tab should display as **Footer Section 2**, letting you know that you are in the footer of the 2nd section of your document.



*While you are still in the footer the **Header & Footer Design** tab should be displaying on the Ribbon.*

5. Select the **Previous Section** button on the **Header & Footer Design** contextual tab.

This will place you in the footer of the first section.

6. Click on the check box next to **Different First Page**.

Page numbering for the first section (Title Page) will be turned OFF.

7. Click on the **Close Header & Footer** button  in the **Design** tab.



Exercise

In this exercise, you will open a document and split it into two sections. The orientation of page 1 will be portrait. Change page 2 to landscape. You will then apply page numbering to your document.

1. Open the document called: Many Pages
2. Place a **Section Break Next Page** at the bottom of page 1
3. Change paper orientation for page 2 and all subsequent pages to **landscape**.
4. Apply Page Numbering to your document.

HEADER AND FOOTERS

We've already touched on this subject previously, under the topic of section breaks and page numbering. Let's look a little more closely at adding headers and footer to a document.

A *header* is the area in a page's top margin and a *footer* is an area in a page's bottom margin. Headers and footers can contain textual or graphical information that is common to all or to some of the pages in a document. Common header and footer information includes titles, dates, page numbers, and documents file names.

Insert a predefined header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click Header or Footer.



2. Click the header or footer design that you want.

DISPLAYING THE HEADER AND FOOTER SECTION

1. Double click either the top (for header) or bottom (for footer) of the document within the text area to display the header or footer area.

OR

Select the **Insert** tab on the Ribbon, and in the **Header & Footer** group, click the Header or Footer button's drop down menu.

Choose either **Edit Header**, or **Edit Footer**.

CHANGING PAGE NUMBER FORMATS

1. Display the header or footer containing the page numbers.
2. On the **Headers & Footer Tools Design** contextual tab, in the **Header & Footer** group, click **Page Number**, and select **Format Page Numbers**.

3. In the **Page Number Format** dialog box, from the **Number Format** drop-down list, select the desired format.
4. Click **OK** to set the new format and to close the dialog box.

Exercise

In this exercise you will be adding, some header and footer information to an already existing document.

Open a document called Annual Overview

Add the following header information in the center of your header:

BURKE PROPERTIES OVERVIEW

Use the **Header & Footer Tools Design** contextual tab, to navigate to the footer (Click the **Go to Footer** option)

Place a page number format at the bottom right of the Footer. (click **Page Number** in the **Header & Footer** group, then choose **Bottom of Page**, and choose **Accent Bar 4**)

Modify the footer by adding the following text in the center of the footer

Relo Expo

(Simply type the text next to the page number and press **Tab**)

Next, insert the Date and Time in the center of the footer and move the text to the left hand side of the footer.

(In the **Insert** group, click the **Date & Time**, and select appropriate format from the dialog box, then click **OK**, and press **Tab**)

Change the first page header to look different from the rest of the document. Make the header on the first page display as follows:

BURKE PROPERTIES ANNUAL OVERVIEW

(In the **Options** group, check the **Different First Page** check box. In the **Navigation** group, click the **Go to Header**. Then in the **Header & Footer** group select **Alphabet**. Next, triple click the heading in the header section and type your text.)

APPLYING STYLES

As you probably know from working with Word there are a lot of formatting features you can apply to your document to really make it look nice. When you have a lot of formatting options you want to apply to an area of your document, built-in Styles can help make that process easier.

A Word **style** is a named collection of formatting settings that can be applied to a section of your document. A *style* may include formatting options such as different typefaces, fonts, colors, font sizes, font styles, and effects, as well as paragraph formatting options such as line spacing, borders, and shading.

Applying a Built-in Style

Although you can create your own styles, Word comes with many built-in Styles.

1. Select the text you want to apply a Style to.

Example –

Type “The South Carolina General Assembly” and select it

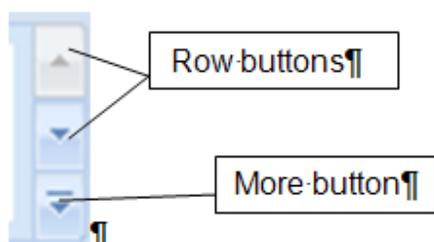
2. Select the **Home** tab on the Ribbon, and go to the **Styles** group.

Your most recent used Styles should display.



NOTICE: If you never use Styles, then the “Normal” style should display first as it is the default style that all new documents use. PRETTY NEAT, HUH?

3. Select one of the Styles from the display or click one of the buttons on the right hand side of the **Styles** group to see more styles.





Example – Select the Heading 1 style

Your text would look like the following

The South Carolina General Assembly

NOTICE: The Heading 1 style applied formatting that affected a number of different aspects of the text including font size, and color, and paragraph spacing.

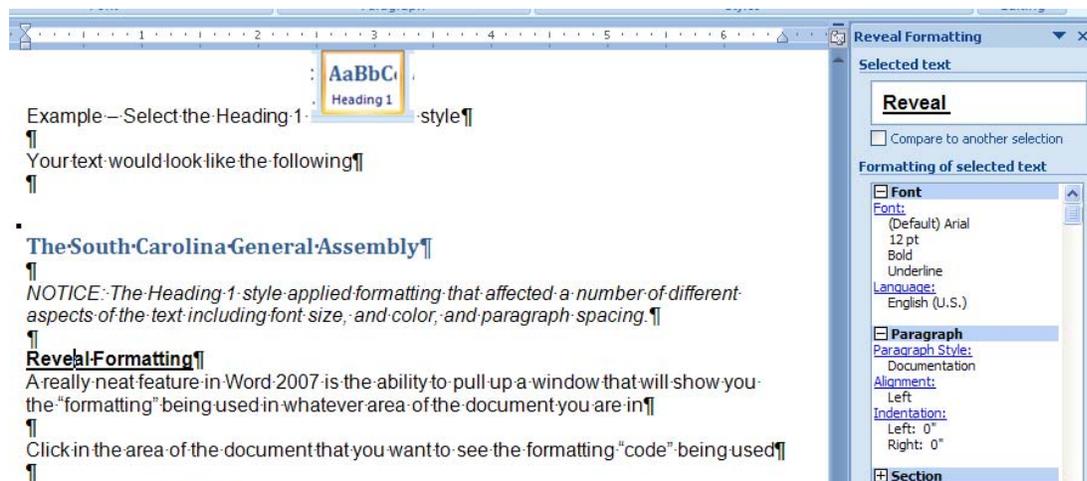
Reveal Formatting

A really neat feature in Word 2007 is the ability to pull up a window that will show you the “formatting” being used in whatever area of the document you are in

Click in the area of the document that you want to see the formatting “code” being used.

Hold down the **Shift + F1** key on the keyboard.

A window will display to the right showing you the “formatting” that is being used.



NOTICE: You can also use the **Reveal Formatting** box to compare one area of a document to another to show the differences in formatting in those two areas.

CLEARING FORMATTING

Have you ever pasted something in your document and wondered how to get in back to original format settings?

1. Select the text you would like to clear the formatting on.



2. Click on the **Clear Formatting** button in the **Font** group of the **Home** tab.

OR

1. Select the text you want to clear the formatting on.
2. Hold down the Shift+F1 key to bring up the “Reveal Formatting” box.
3. Click on the drop-down where it says “Selected Text” and choose **Clear Formatting**.

Exercise

Let's apply Styles to a plain document that someone created.

1. Open the Meeting Agenda file.
2. At the beginning of the document change the Title to have a Heading 1 style.

(Click somewhere in the text that says "Quarterly Sales Meeting" and select Heading 1 from the **Styles** group on the **Home** tab)

3. Make the word "Agenda" a Heading 2 style.

(**Home** tab, **Styles** group, and choose Heading 2)

4. Make the words "Review Minutes" a "Subtle Reference Style".

(**Home** tab, **Styles** group, and will probably need to click the "Row" or "More" button to locate the style you need)

5. With the "Review Minutes" title selected turn on "Reveal formatting" so that you can see the formatting features that are being used.

(Select the title "Review Minutes", and hold down the Shift+F1 key)

6. Save the file as "My Meeting Agenda".

BULLETS AND NUMBERING (LISTS)

Lists of various types can greatly improve the clarity and readability of text that groups similar items together or provides a series of steps. Presenting information in a list not only enhances how it looks, but also increases readability. By using the list options in Word, you can create much more dynamic and effective documentation.

Creating a Numbered list

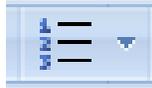
A numbered list is used to denote a ranking or a sequence of steps that must be followed

1. Type the steps you want to present in the order in which they should be followed.

Example

Step 1
Step 2
Step 3

2. Select the text you would like to setup as a “Numbered list”.

3. Select the **Home** tab, and click on the  numbering button under the **Paragraph** group.

Your list will now be “numbered”!

Example

1. Step 1
2. Step 2
3. Step 3

Creating a Bulleted List

A bulleted list is set up much like the numbered list, but is usually used to denote a group of equally significant items.

1. Type the items you wish to turn into a “bulleted list”.

Example

House Committees
Agriculture

Education and Public Works
Judiciary
Labor, Commerce and Industry
Medicals Affairs
Ways an Means

2. Select the text you would like to setup as a “bulleted list”.

Example – select text started with Agriculture – Ways and Means



3. Select the **Home** tab, and click on the  bullets button under the **Paragraph** group.

Your example should look like the following



Removing Bullets and Numbering

To remove bullets and numbering

1. Select the desired list.
2. Click the appropriate button in the **Paragraph** group.
 - Click the Bullets button to remove bullets.
 - Click the Numbering button to remove numbering.

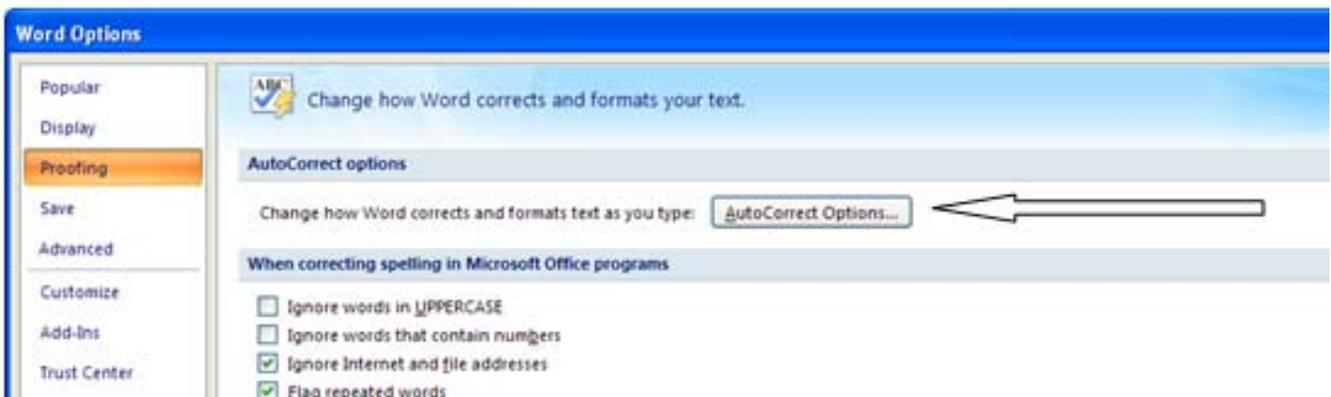
AutoFormat List as You Type

A feature that should already be on in Word 2007 is the ability to “automatically” create a list if you start typing in a “list like” fashion.

Type an asterisk (*) and press the Tab key and a “bullet” should appear in place of the asterisk and a bulleted list should be started. If you press the **Enter** key a new bullet should appear with a place for you to start typing your next bulleted item.

To start a numbered list type “1.” Or “1)” and press the **Tab** key. Enter the first item in your list and press **Enter**. Word will continue creating a numbered list for you.

NOTICE: There is a place in your **Word Options** that you can go to turn off “automatic bulleting and numbering. Go to the **Word Options** button in the Office button and click on the **Proofing** category. Next, click on the **AutoCorrect Options...** button.



Go to the **AutoFormat As You Type** tab and uncheck the boxes for Automatic bullet lists and Automatic numbering.

Exercise

1. Open the “My Meeting Agenda” file.
2. Make the three paragraphs below the “Agenda” heading a Numbered list.

(Select the three paragraphs below the heading, click on the **Home** tab, go to the **Paragraph** group and click the **Numbering** button.)

3. Add another numbered item at the end to say “Assign action items”.

(Go to the end of the numbered list and place the insertion point after, “Approve new disclaimer”. Press the **Enter** key, and type “Assign action items”)

4. Add a bulleted list at the end of the file showing the following information.

Del will distribute the data
Missy will print the inserts
Derrick will plan the next meeting

(Place the insertion point at the end of the document. In the **Paragraph** group on the **Home** tab click on the **Bullets** button. Start typing the above mentioned text making sure to press the **Enter** key after each entry)