Inserting a Picture
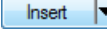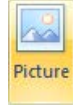
1. Select the location for the picture.
2. Select the **Insert** tab.
3. Click the **Picture** button in the Illustration group.
4. Locate the picture you wish to insert.
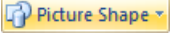5. Click [Insert ▼], or double click the picture.
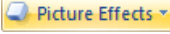
Inserting Clip Art

1. Click at the location for the image.
2. Select the **Insert** tab.
3. Click the **Clip Art** button in the Illustrations group.
4. Enter a key word describing the type of Clip Art you wish to insert.
5. Click [Go].
6. Scroll to locate the graphic of your choice.
7. If you do not find what you are looking for, repeat the steps.
8. Click on the graphic to insert it into the document.

Change the Picture Shape

1. Select the image to change.
2. Select the **Format**.
3. Click [Picture Shape ▼] in the Picture Styles group.
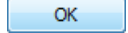4. Select the shape to apply.

Change the Picture Effect

1. Select the image to change.
2. Select the **Format** tab.
3. Click [Picture Effects ▼] in the Picture Styles group.
4. Select the **Effect** group from the drop-down.
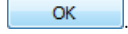5. Select the individual effect from the fly-out menu.
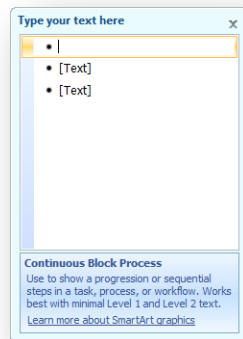
Changing the Layout

1. Select the picture.
2. Select the **Format** tab.
3. Click the **Position** button in the Picture Styles group.

4. Select one of the positions from the drop-down menu.
5. Select a Wrapping style.
6. Within Wrap text, select Both sides, Left only, Right only, or choose Largest only to have Word wrap on either the left or right, which ever is largest.
7. Within Distance from text, specify the space to appear between the graphic and the text.
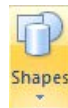8. Click [OK].

Inserting SmartArt

1. Select the location for the graphic.
2. Select the **Insert** tab.
3. Click the **SmartArt** button in the Illustrations group.
4. Select the Group from the left side of the dialog box.
5. Select the SmartArt item you like.
6. Click [OK].
7. Click in the area with the [Text] label. or click the handle on the left side of the object.

Type your text here
- [Text]
- [Text]

Continuous Block Process
Use to show a progression or sequential steps in a task, process, or workflow. Works best with minimal Level 1 and Level 2 text.
Learn more about SmartArt graphics

8. Enter text in the areas designated.

Working with the Drawing Canvas

1. Select the location for the new shapes.
2. Select the **Insert** tab.
3. Click the **Shapes** button in the Illustrations group.
4. Select **New Drawing Canvas** at the bottom of the drop-down.

5. Click the **Shapes** button in the Illustrations group.
6. Select a shape from the drop-down list.
7. Word 2007 changes the mouse pointer to a cross +
8. Click and drag inside the Drawing Canvas to place the shape.
9. Repeat steps 6-8 as needed.
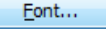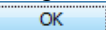
Creating Newspaper Columns

1. Select the **Page Layout** tab.
2. Click the **Columns** button in the Page Setup group.
3. Select from the list of different column counts.
4. The text will be automatically formatted for the number and type of columns selected.
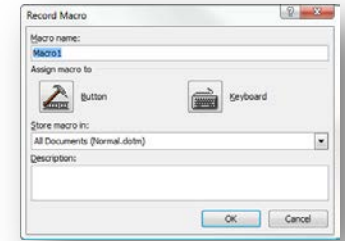
Entering a Heading for Newspaper Columns

1. View the document in Print **Layout View**.
2. Create the newspaper columns.
3. In the left column, enter the text for the heading and press **[Enter]**.
4. Select the heading.
5. Select the **Page Layout** tab.
6. Click the **Columns** button in the Page Setup group.
7. Select one column.
8. Word inserts a break labeled Section Break (continuous). This allows the heading to be in a single column while the text below stays in multiple columns.
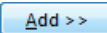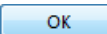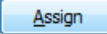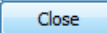
Customizing Bullets and Numbers

1. Select the **Home** tab.
2. Click the down arrow button next to the [ ] button.
3. Select the **Define New Number Format...** option.
4. Select the Style for the numbered list.
5. Click [Font...] to change the font for the list.
6. Add any preceding or following text in the Number Format text box.
7. Set the alignment for the numbers.
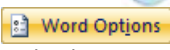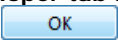8. Click [OK].

Recording a Macro

1. Select the **View** tab.
2. Click the down arrow of the **Macros** button in the Macros group.
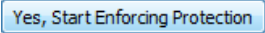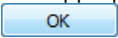3. Select **Record Macro...** from the drop-down menu.

4. In the Macro name box, enter a descriptive name for the macro. The name must begin with a letter and may not contain spaces.
5. In the Store macro in box, choose the document or template to contain the macro. Storing the macro in Normal.dot will make the macro available to all files.
6. Enter an optional description in the Description box.
7. You may assign the macro to a button or shortcut key. Click [ ] to assign the macro to the Quick Access Toolbar.
8. Select the macro in the left list.
9. Click [Add >>] to add it to the Quick Access Toolbar.
10. Click [OK], or click [ ] to assign the macro a shortcut key.
11. In the **Commands** box, select the macro you are recording.
12. In the **Press new shortcut key** box, type the key combination. You may use the [Alt] key in combination with a letter.
13. Click [Assign].
14. Click [Close] to begin recording the macro.

15. The mouse pointer changes to an arrow and cassette

16. Perform the actions you want to include in your macro. You may use the mouse to click commands and options, but the macro recorder cannot record mouse actions in a document window.

17. To stop recording your macro, select the **View** tab.

18. Click the down arrow of the **Macros** button in the Macros group.

19. Select **Stop Recording**.

Adding the Developer Tab

1. Click the **Office** button.
2. Click **Word Options**.
3. Place a check next to the **Show Developer tab in the Ribbon**.
4. Click **OK**.

Creating a Form

1. Click the **Insert** tab.
2. Use the **Table** button to create a table with the dimensions to be used for the form.
3. Add any text and graphics you want on the form.
4. Enter the desired controls. Now you need to protect the document.
5. Select the **Developer**.
6. Click the **Protect Document** button in the Protect group.
7. Choose **Restrict Formatting and Editing**.
8. Select the **Allow only this type of editing in the Document** checkbox.
9. Select **Filling in forms**.
10. Click **Yes, Start Enforcing Protection**.
11. Fill out as appropriate.
12. Click **OK**.

Form Controls

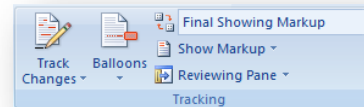| Control	Result
Aa	Rich TextThis field allows the user to enter formatted text. This includes changing the font, font size, bold, italic, and underline to name a few.
Aa	Text Creates a field where users may enter plain text.
	Picture Content Control This field allows you to select an image to put in its place.
	Combo Box Inserts a drop-down list giving the user a list of possible responses, but still allowing him/her to enter their own value.
	Drop Down List Inserts a drop-down list box next to the item. This will restrict the user's response.
	Date Picker This is similar to the Combo Box, where the list is replaced with a calendar. This is an effective tool for entering dates because it also validates all entries.
	Building Block Gallery This field allows you to build a new control using a collection of controls. This control requires coding and should only be selected by programmers.
	Check Box Form Field Places a check box beside an option that may be selected or not. You may also place boxes next to several items and the user may check more than one.

Creating Footnotes

1. Position the insertion point where you want to place the note reference mark.
2. Select the References tab on the ribbon.
3. Click the **Insert Footnote** button in the Footnotes group.
4. Word 2007 moves to the bottom of the page with the footnote number entered.
5. Type the text for the footnote.
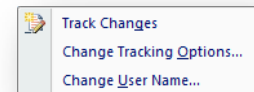
Inserting a Comment

1. Select the text or item on which you want to comment, or position the insertion point at the end of the text or item on which you want to comment.
2. Select the Review tab on the ribbon.
3. Click the **New Comment** button in the Comments group.
4. Word places parenthesis around the selected text and positions the comment in the right margin.
5. Type your comment.
6. Click back in the main document.

Using Track Changes

1. Open the document to be edited.
2. Choose the **Review** tab.

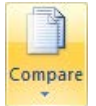3. Click **Track Changes** to turn on the tracking feature.

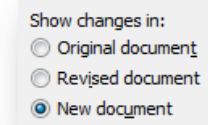4. Choose **Track Changes**.
5. Make edits as usual.

Viewing Track Change Options

Options listed below are available on the **Review** tab on the ribbon:

Option	Description
Final Showing Markup	Shows insertions in the body of the document, and deleted text in balloons.
Final	Incorporates all the changes as if they have been accepted.
Original Showing Markup	Show the original document with all deletions annotated in the right margin, and inserted text in the body of the document.
Original	Show how the document appeared before Track Changes was turned on.

Combining Two Documents

1. Open the document in which you wish to see the revisions.
2. Choose the **Review** tab.
3. Click the **Compare** button.
4. Click **Combine…**
5. Select the original and revised files.
6. Select or deselect the options you want merged.
7. Determine if the final result should modify the original or revised document, or if a new document should be created (recommended):

8. If you created a new document, Word 2007 will display the combined document, the original and revised documents, as well as the Reviewing pane.