



Sort a List

1. Select the text in a bulleted or numbered list.
2. On the **Home** tab, in the **Paragraph** group, click **Sort** .
3. In the **Sort Text** dialog box, under **Sort by**, click what you would like to sort it by and then click either **Ascending** or **Descending**.

Renumber a List

1. Select the list items that you want to move or copy.
2. Press **[Ctrl+X]** to move the items or **[Ctrl+C]** to copy the items.
3. Click where you want to paste the items and press **[CTRL+V]**.
4. Click **Paste** .
5. Click **Paste as a New List** or **Paste List Without Merging**.

Delete & Insert Cells in a Table

1. Under **Table Tools**, click the **Layout** tab.
2. Select the text that you would like to modify.
3. In the **Rows & Columns** group, choose from options such as deleting and inserting rows and columns.

Add/Remove Borders in a Table

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select** and then **Select Table**.
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then choose the option that you want.
5. If you want to remove the borders, click **No Border**.

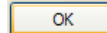
Position Text in a Cell

1. Select the text.
2. Under **Table Tools**, click the **Alignment** tab.
3. You can choose one of the options on how you would like to align your cells.

Sort Contents of a Table

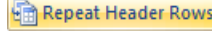
1. Select text that you would like to sort.
2. Under **Table Tools**, on the **Layout** tab, click **Sort**.
3. Choose which options you would like to sort.

Perform Calculations in a Table

1. Place the insertion point in the cell where you want to put the formula result.
2. In **Table Tools** **Layout**, in the **Data** group, click the **Formula** button.
3. Type the formula in the **Formula** text box, or select the function from the **Paste Function** drop-down list.
4. Select the desired number format.
5. Click .
6. If necessary, repeat the formula you inserted last by pressing **F4**.
7. If you change data in the table, select the cell with the formula and press **F9** to update the formula results.

Creating Table Headings

Table Headings are a row(s) at the top of the table that you wish to have repeat at the top of every page when the table exceeds one page. Select the top row or rows you wish to have repeat.

1. Select the **Layout** tab.
2. Click  in the **Data** group.

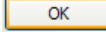
Note: You cannot edit the headings as they appear on tops of subsequent pages.

Creating a Table Style

1. On the **Home** tab, in the **Styles** group, click the **New Style** button.
2. Choose **Table** as the style type.
3. In the **Name Text** box, type a unique name.
4. In the **Style Based On** drop-down, select any existing table style that you want to base this style on.
5. In **Apply Formatting To**, select the portion of the table you want to apply formatting to.
6. Specify other formatting settings.


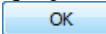
7. Click  to create the new style.

Creating and Modifying Text Styles

1. On the **Home** tab, in the **Styles** group, click the **New Style** button.
2. In the **Name Text** box, type a unique name.
3. Select **Style Type** and then **Style Based On**.
4. Specify formatting settings.
5. Select **New Documents Based on This Template**.
6. Click .


Note: If you modify a style in a current document, the modifications are applied to all text formatted with that style in the current.

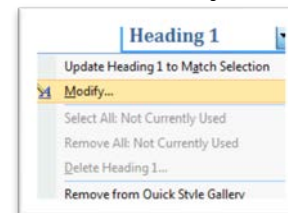
Creating Styles by Example Using the Styles Pane

1. Format your example paragraph.
2. Position the insertion point in the example paragraph.
3. Make sure the **Styles** pane is open.
4. Click  at the bottom of the pane.
5. In the **Style Name** text box enter a name for the style (overwriting the existing style name).
6. Click  to save the new style.

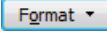
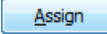
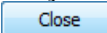
Assigning a Shortcut Key to a Style

You can use a combination of the **[Ctrl+Shift]** keys to assign shortcut keys to your styles.

1. If the **Styles** pane is not already showing, click the **Dialog Launcher**  in the **Styles** group.
2. Position the mouse over the style name in the task pane.
3. Click the drop down arrow.
4. Select



Modify... from the drop-down menu.

5. Click  at the bottom of the form.
6. Select the **Shortcut key...** option.
7. Press the desired keys. Word 2007 inserts the keys into the textbox.
8. Click , if the keystroke is not already assigned.
9. Click  to close the window.


Creating a Custom List

1. On the **Home** tab, in the **Styles** group, click the **New Style** button.
2. Choose **List** as the style type.
3. In the **Name Text** box, type a unique name.
4. For a numbered list level, in the **Start At** box, specify the number with which the level of the list should begin.
5. Change all formatting.
6. Click **OK** to create the new style.


Text Boxes

1. Place the cursor where you want the text box to appear.
2. On the **Insert** tab, in the **Text** group, click **Text Box**.
3. Select **Draw Text Box**.
4. Drag to draw the text box.
5. Type text and insert any graphics you want displayed in the text box.
6. To format, select the text box and click





7. You can then change the style, fill color and outline options.
8. In the **Arrange** Group, you can select  the position and other options.

Modify Pictures

1. Select the picture.
2. Under **Picture Tools**, in the **Size** group, click **Crop** .
3. Grab cropping handles in the desired direction to crop the picture.
4. You can also use the **Size** Dialog box to crop.
5. Click the **Crop** button again to turn off the cropping handle and cropping tool.

Section Breaks/Headers and Footers

1. It is easier if you have your paragraph formatting marks showing. On the Home tab, in Paragraph, click Show/Hide  to display the marks.
2. Place the cursor on the paragraph mark just after the point where you need to insert a section break.
3. On the **Page Layout** tab, in **Page Setup**, click Breaks .
4. In the **Breaks** gallery, in **Section Breaks**, select the type of section break.


Note: If you want to delete a section break, place mouse on the break that you wish to delete and press **Delete**. When a section break is deleted, the text becomes a part of the next section and takes on the formatting of that section.

Section Layout Options/Headers and Footers

1. To set the layout options, place the cursor in the section you want to modify.
2. In **Page Layout**, in the **Page Setup**, use the options to set the margins, orientation, etc.
3. On the Insert tab, in the Header & Footer group, use the options to configure the headers and footers for that section.


Note: By default, a section inherits its header/footer from the previous section. To set a header/footer for a given section, activate the header/footer for that section and, on the Header & Footer Tools Design tab, in Navigation, click Link to Previous. Click the button again if you want to restore the link.

Creating Templates Based on Existing Templates

1. Click  and choose **New**.
2. In the New Document dialog box, in the left pane, in the Template Categories section, select Installed Templates.

3. In the center pane, select the template on which you want to base the new template.
4. In the right pane, select the Create New Template option.
5. Click **Create**.
6. Make changes to the template.
7. Save the template in the desired location with a new file name.
8. Test the template to make sure it works.






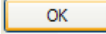

Creating Templates Based on a Document






1. Create a document.
2. Click  and choose **Save As**.
3. Within Save As, click on the drop-down list, choose **Word Template**.
4. Enter a name and click **Save**.

Modifying Templates


1. Use the Open command to open the template in Word.
2. Edit the template as needed.
3. Click **Save**.

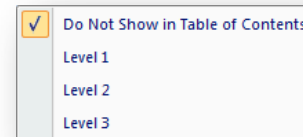
Mail Merge

1. Open or create document for merge.
2. Choose Mailings, Start Mail Merge, Step by Step Mail Merge Wizard.
3. Click **Letters** for document, and then click **Next: Starting document**.
4. With document open, select **Next: Select recipients**.
5. For **Start from existing document**, click  to locate list.
6. For **Select from Outlook contacts**, click  and select folder containing data.
7. For **Type a new list**, click  and enter data. Click  when through and save file.
8. Click **Next: Write your letter**.
9. Click in document location for inside address. Click .
10. Select a style, click .
11. Click in location for "Dear name." Select .

12. To add items within document or to design an address or greeting, click location for field and click . Select field to insert.
13. Click **Next: Preview your letters**.
14. Click  or  to view letters.
15. Click **Next: Complete the merge**.
16. Choose  to print all letters or choose  to make any changes to letters, then print.


Marking Table of Contents Entries

1. Select the **References**.
2. Move through the document and find the paragraphs you wish to use in the table of contents.
3. Click  in the Table of Contents group. Word 2007 opens a drop-down list.




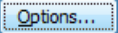
4. Select the level you wish to apply the paragraph to in the table of contents.
5. If you wish to remove a paragraph from the Table of Contents, select the Do Not Show in Table of Contents option.
6. Repeat through the entire document.

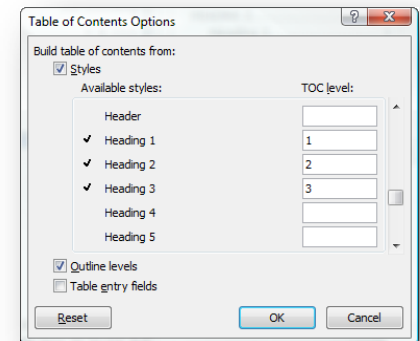
Generating the Table of Contents from Preset

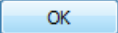
1. Mark the text – see above.
2. Click where you want to insert the table of contents.
3. Select the **References** tab.
4. Click  in the Table of Contents group.
5. Select the style option you wish to use.

Building a Table of Contents Using Custom Styles

If you have created your own unique paragraph styles and you have applied them to sections of the document that you now wish to include in the table of contents, you can use the following steps.

1. Click where you want to insert the table of contents.
2. Select the **References** tab.
3. Click  in the Table of Contents group.
4. Select the **Insert Table of Contents...** option at the bottom of the drop-down.
5. Select the format for the table of contents.
6. Click .



7. Delete the default level numbering for the pre-created styles Heading 1, Heading 2, Heading 3 if you used those styles but do not want to use them to generate the table of contents.
8. Scroll through the list of styles until you locate your custom styles.
9. Type in the table of contents level numbers for your styles.
10. Click .