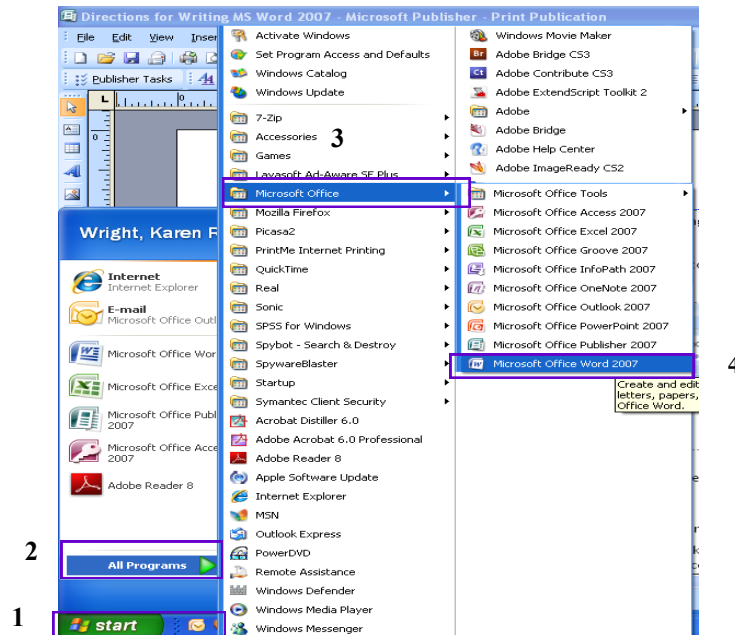


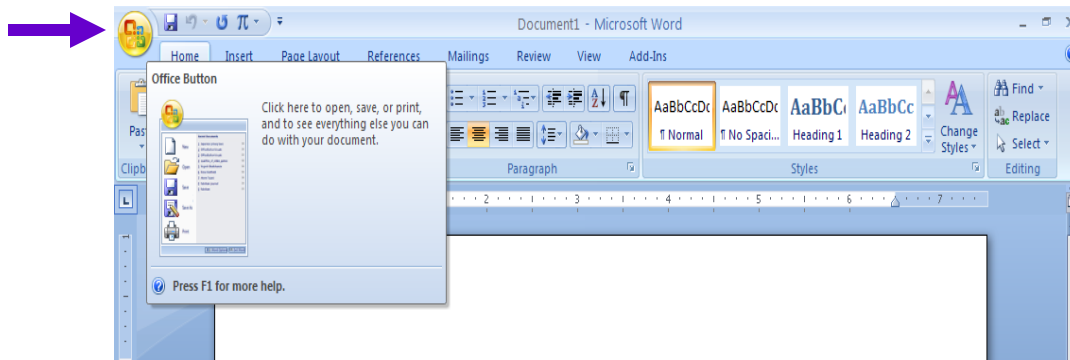
Illustrated Directions for Writing in MS Word 2007

To start word processing, follow this sequence of click-ons:

Start (button in lower left corner) → All Programs (tab at bottom) → MicroSoft Office (item on menu) → MicroSoft Word 2007 (item on menu)

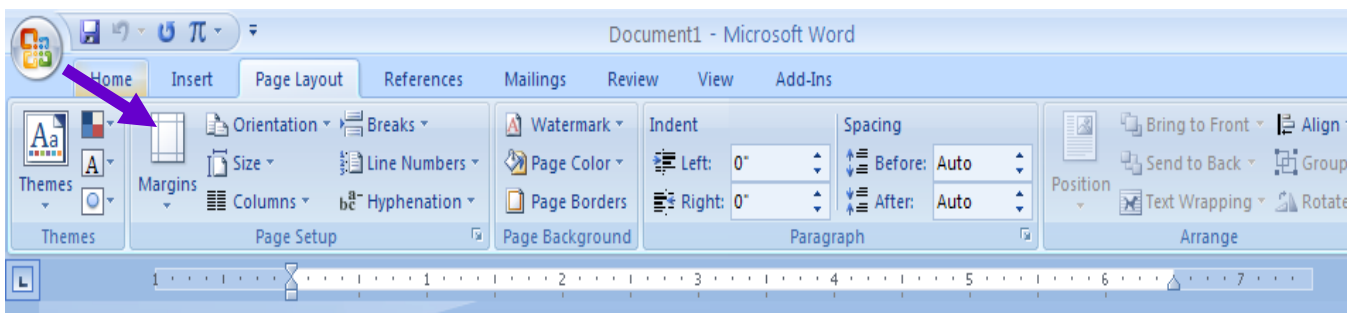


Many of the options such as *open, save, or print* are under the colorful round button (Office Button) at the top left.

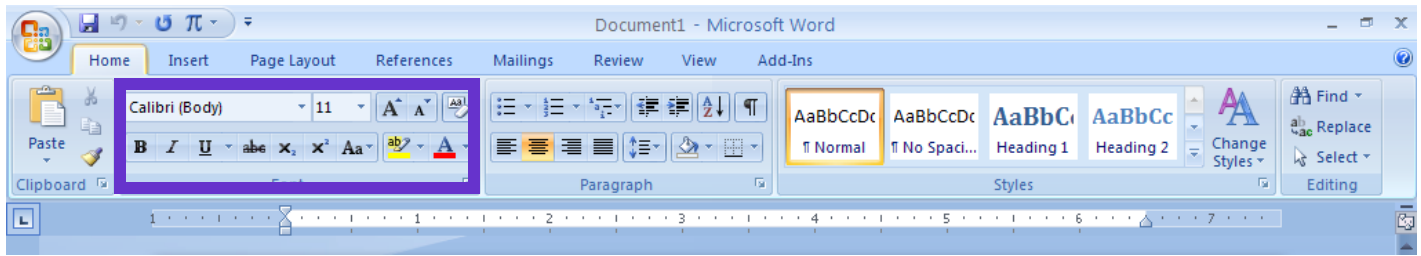


To set margins, follow this sequence of click-ons:

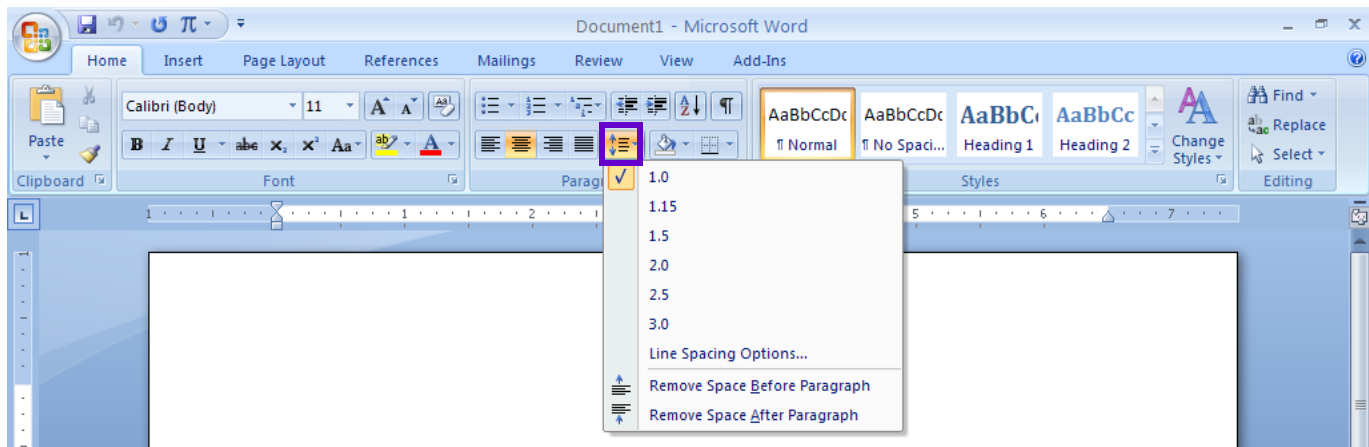
Page Layout (third tab from top left) → Margins (item in second column)



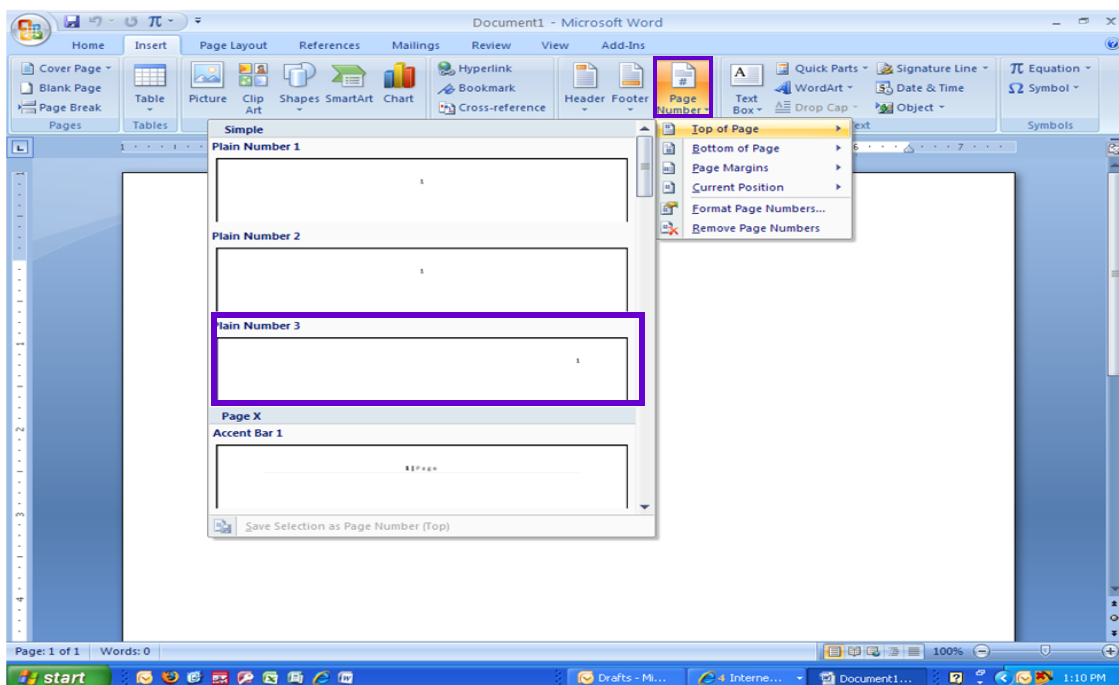
To set font and type size, follow this sequence of click-ons:
Home (first tab from left) → Drop down arrow for list of fonts and sizes



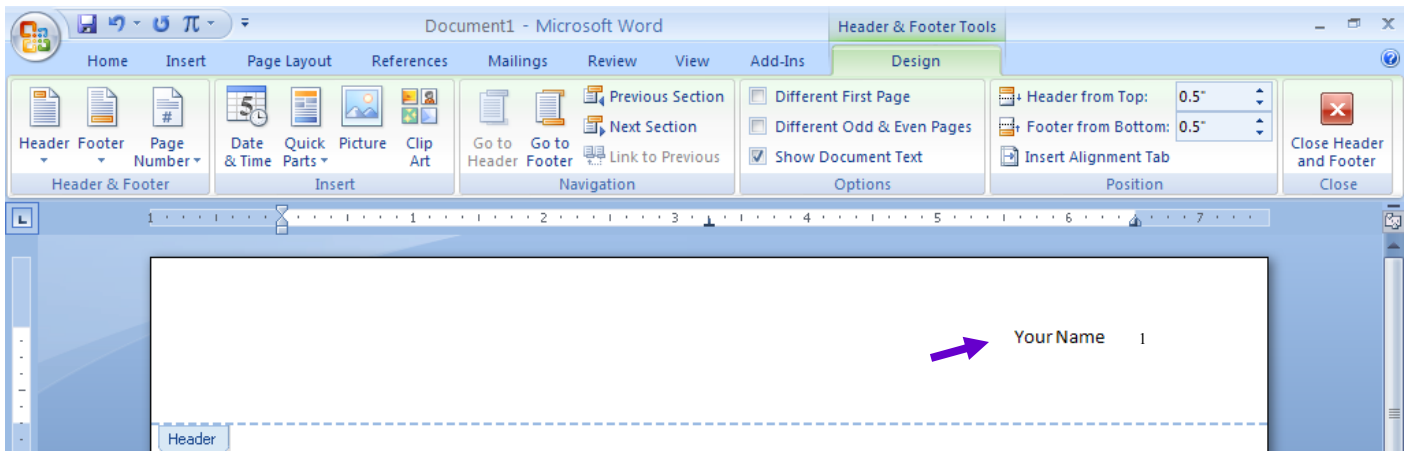
To set spacing, follow this sequence of click-ons:
Home (first tab from left) → Paragraph column → Drop down arrow for line spacing options



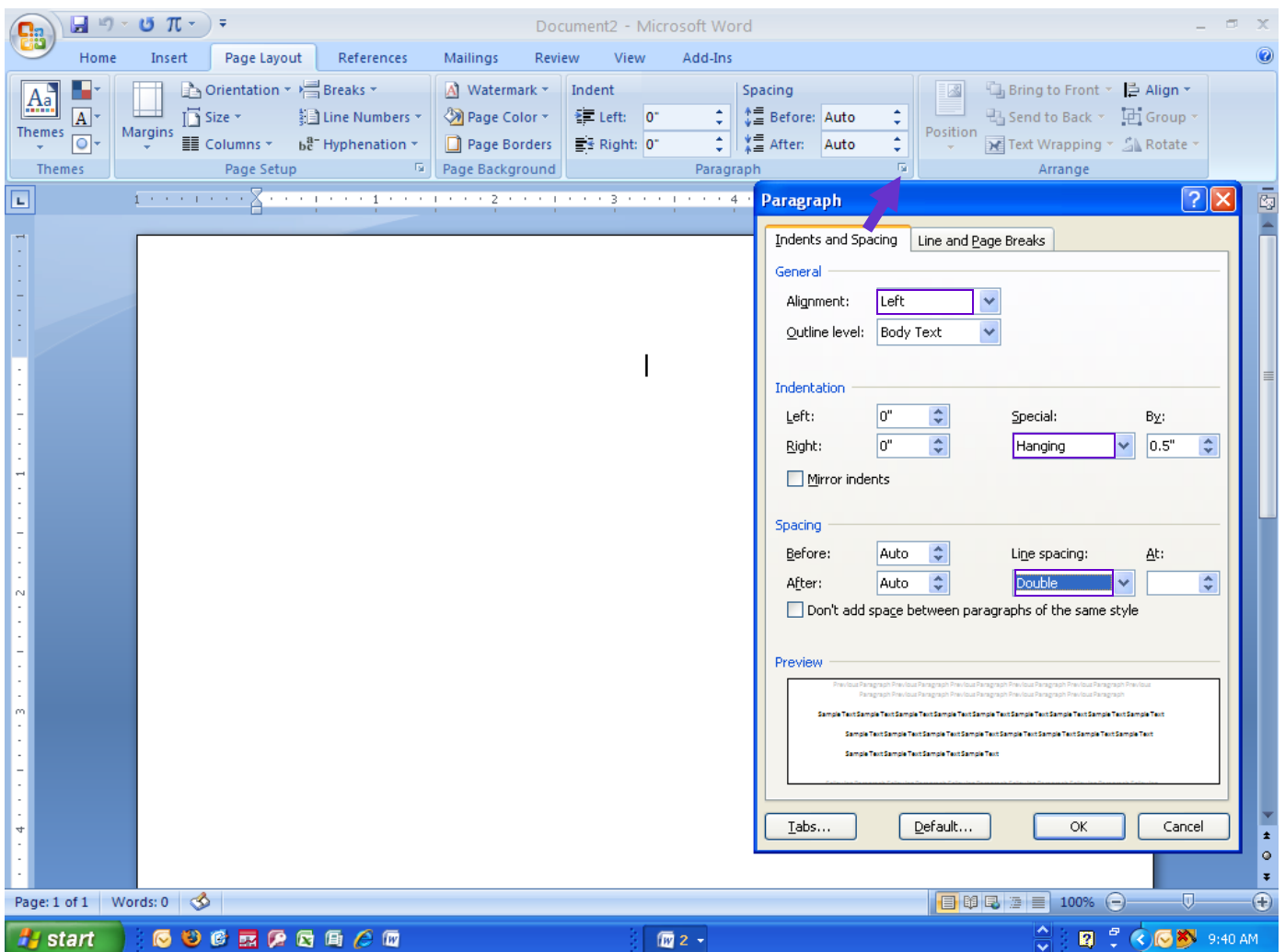
To number pages automatically, follow this sequence of click-ons:
Insert (second tab from left) → Page Number (item in fifth column) → Top of Page (item on menu) → Plain Number Three (lowest of three panels)



To add name or title before page number, follow this sequence of click-ons:
Insert (second tab from left) → Page Number (item in fifth column) → Top of Page (item on menu) → Plain Number Three (lowest of three panels) → Type in your name—for MLA—or short title—for APA.

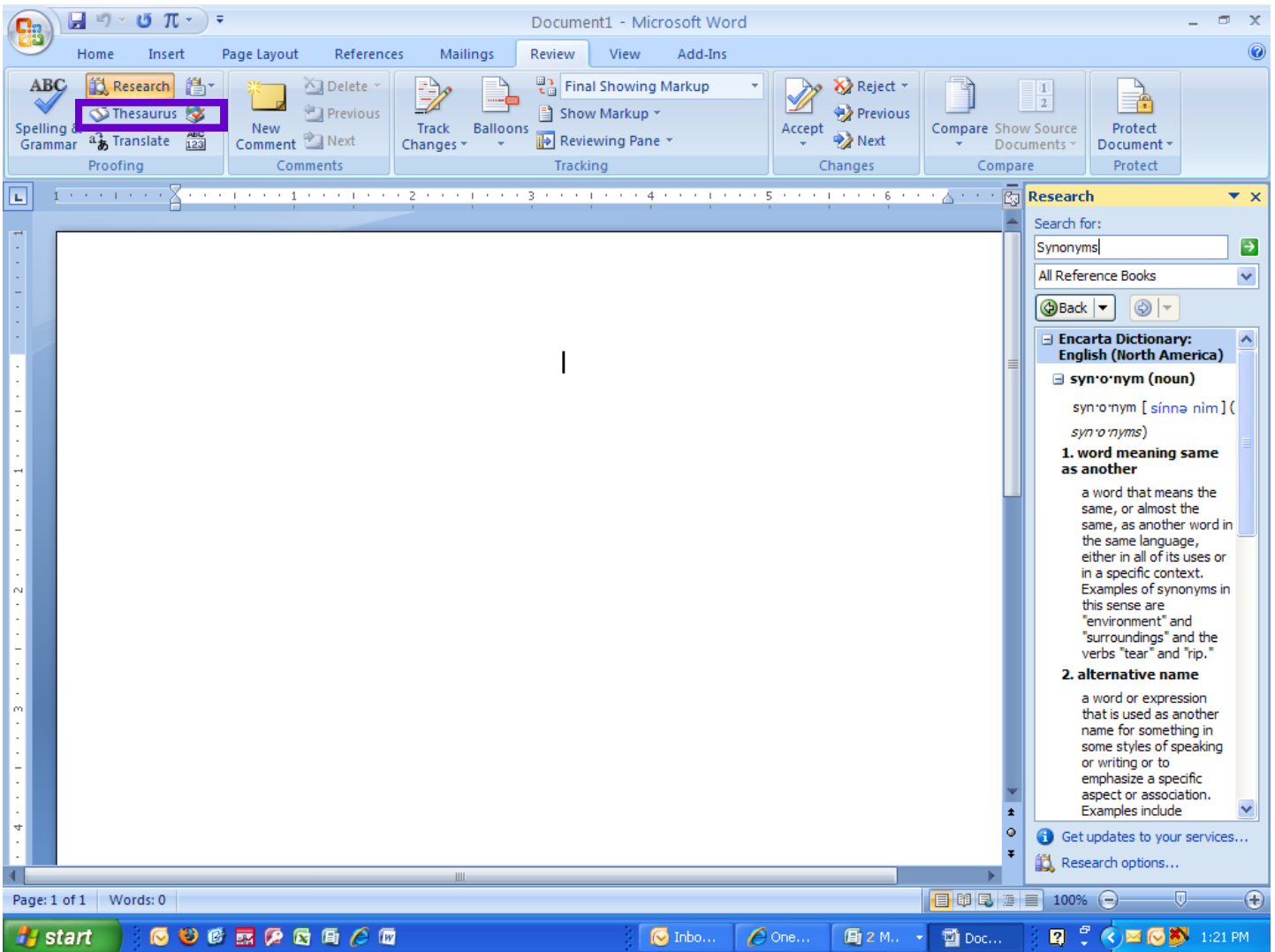


To arrange entries on reference list, follow this sequence of click-ons:
Page Layout (third tab from top left) → Paragraph (arrow box at bottom of fourth column) → Indents and Spacing (tab at top left) → Special (in indentation row) → Hanging (item on menu)



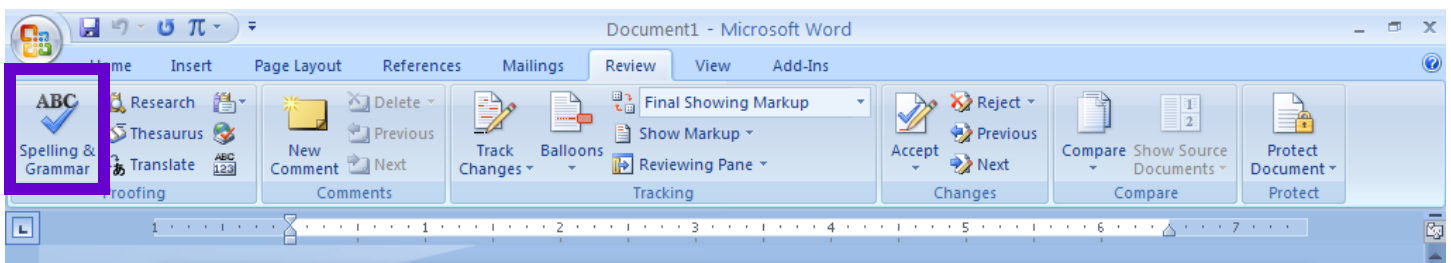
To find synonyms, follow this sequence of click-ons:

Review (sixth tab from top left) → Thesaurus book (icon on menu) → Type a word in “search for” box to get a list of synonyms.

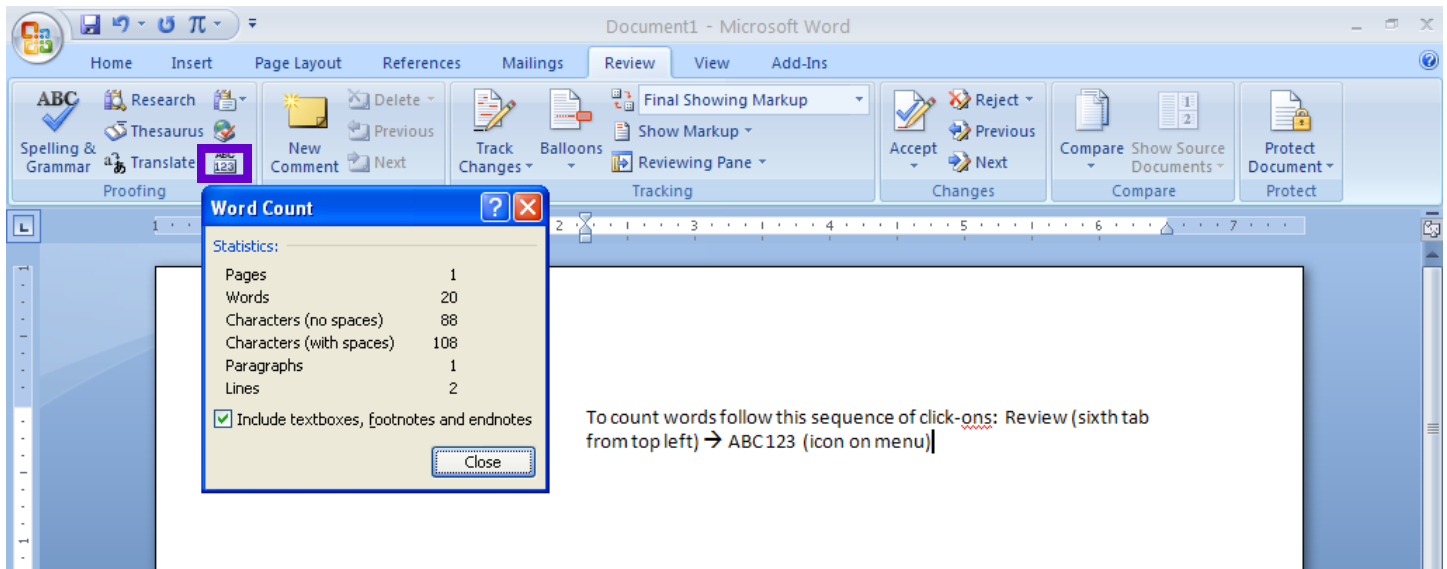


To check spelling, follow this sequence of click-ons:

Review (sixth tab from top left) → ABC Spelling & Grammar (icon on menu)

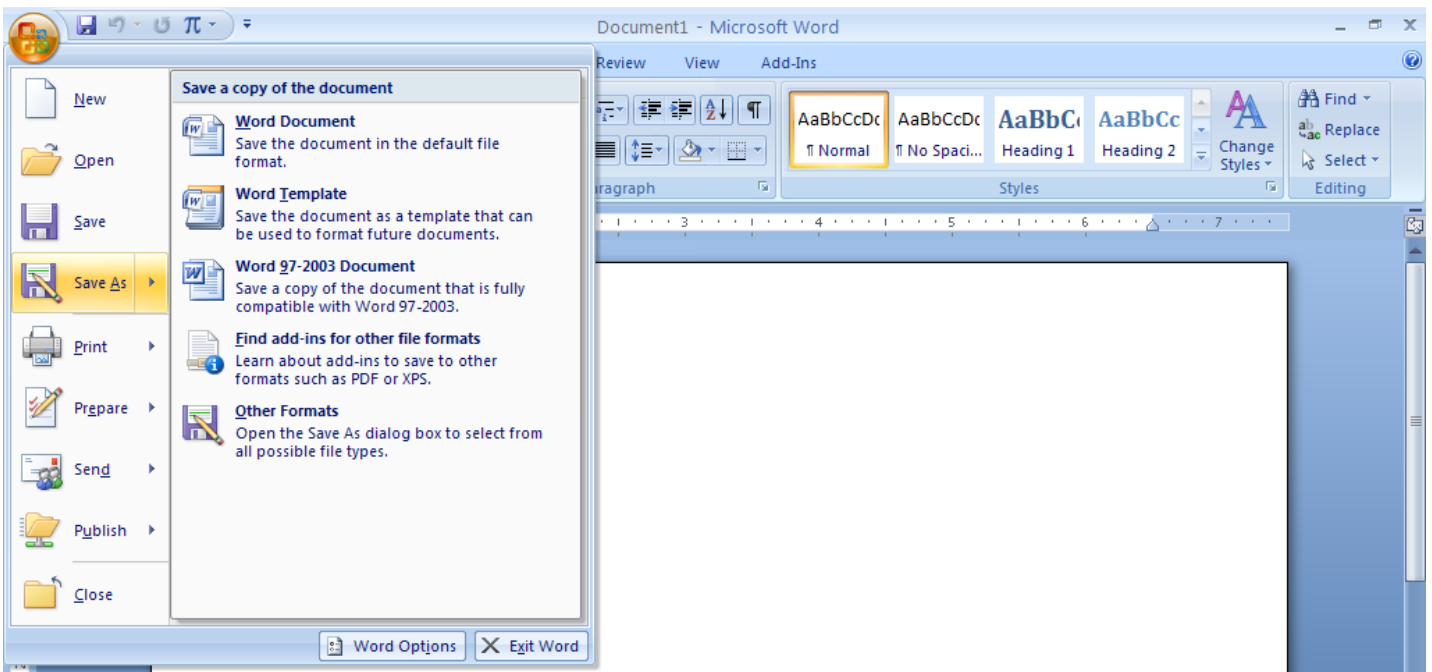


To count words, follow this sequence of click-ons:
Review (sixth tab from top left) → ABC 123 (icon on menu)



To save as Word '03 or '07 document, follow this sequence of click-ons:

MicroSoft Office (colorful round button at top left) → Save As (item on menu) → {Word Document (i.e. 2007) or Word 2003 Document}



ⒸNote that many functions in MS Word 2007 are redundant, so that the directions on this guide represent only one way of formatting for a particular task.