

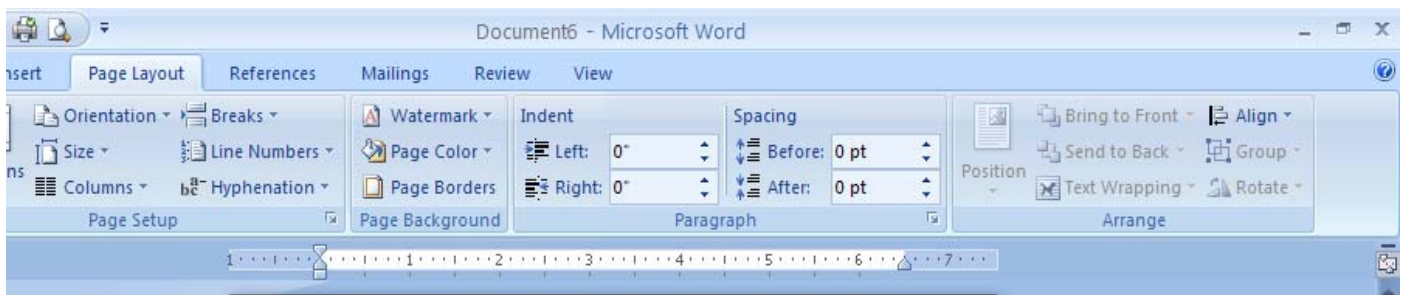
MICROSOFT WORD 2007

Toolbars and other navigation features have been reshuffled in 2007 versions of Microsoft Office products. Here are some quick guides with screenshots to the new commands.

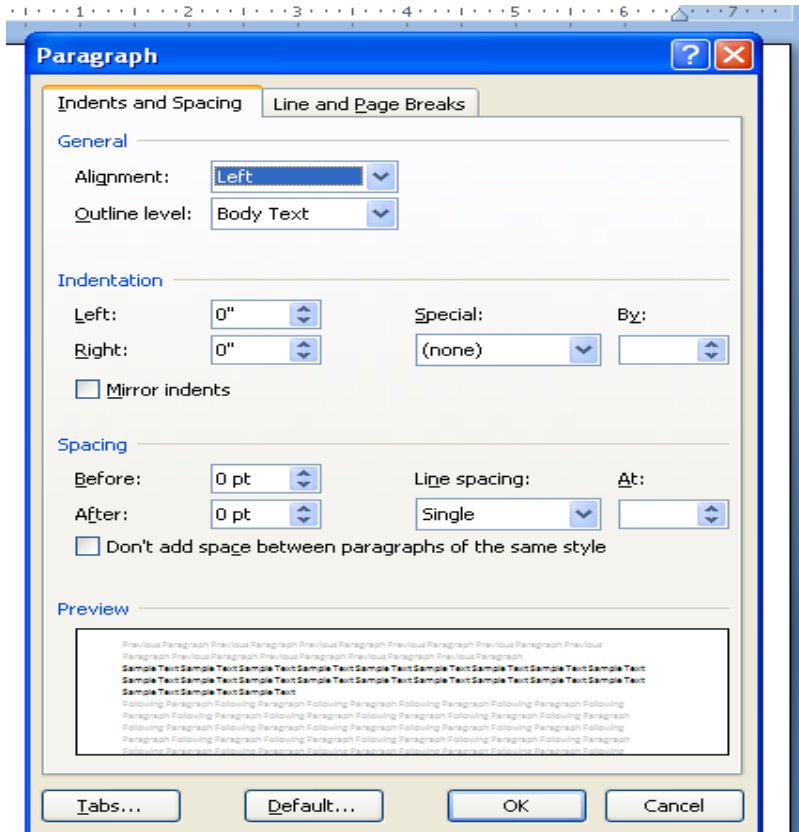
Dot Leaders (required for setting up Table of Contents, List of Tables, List of Figures, etc.)

Select the tab for **Page Layout**.

- Click on the arrow in the bottom corner to the right of **Paragraph**



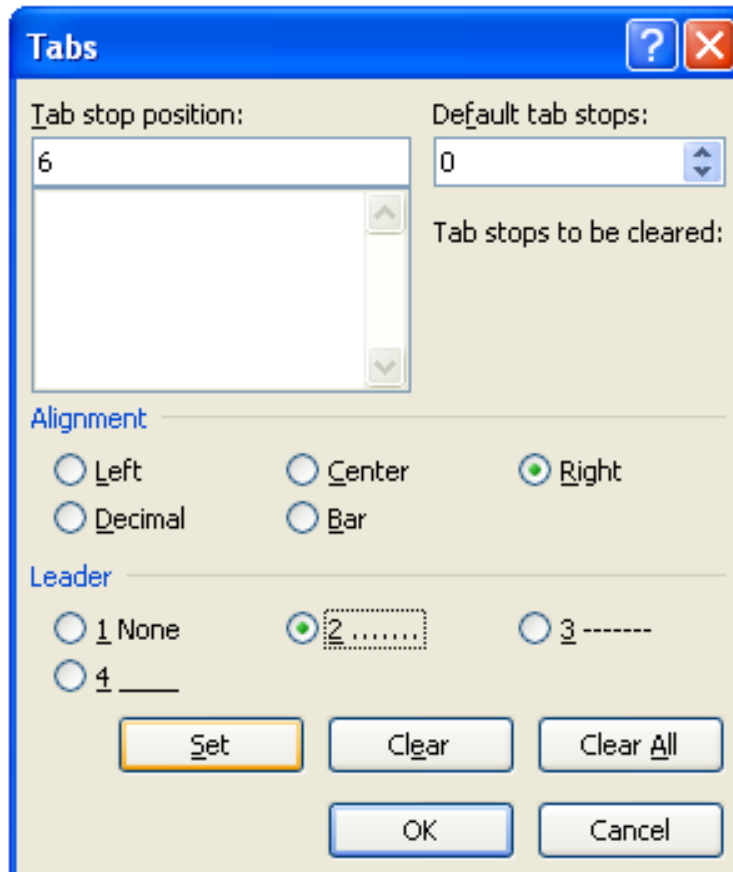
The following dialog box will open. Select the button for **Tabs**.



In the dialog box for the **Tabs**:

1. Select **Clear All**.
2. Type **0** in the **Default Tab Stops** window, and **6** in the **Tab Stop Position**.
3. Set the **Alignment** to **Right**.
4. Choose **Option 2** under **Leader**.
5. Click **OK**.

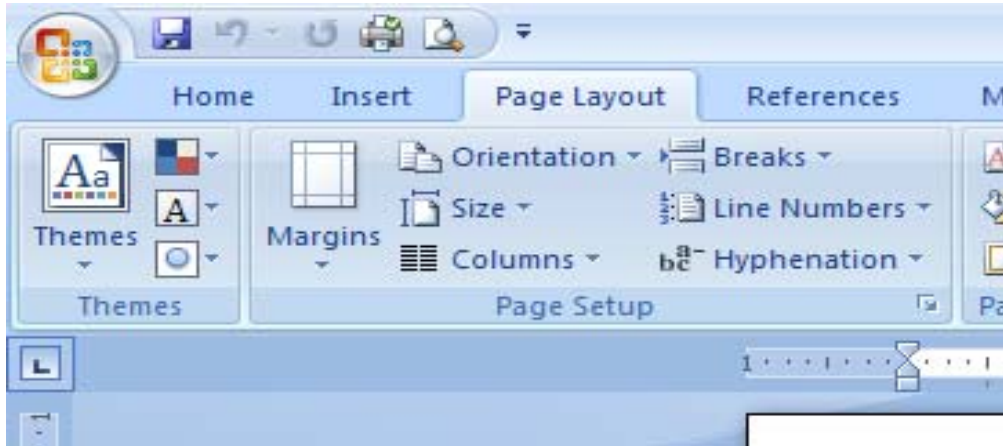
Below is the **Tabs Dialog Box**:



Page Orientation (useful if you have a large table or figure)

In MS Word 2007, the command for changing the orientation of the page is available from the **Page Layout** tab on the top toolbar:

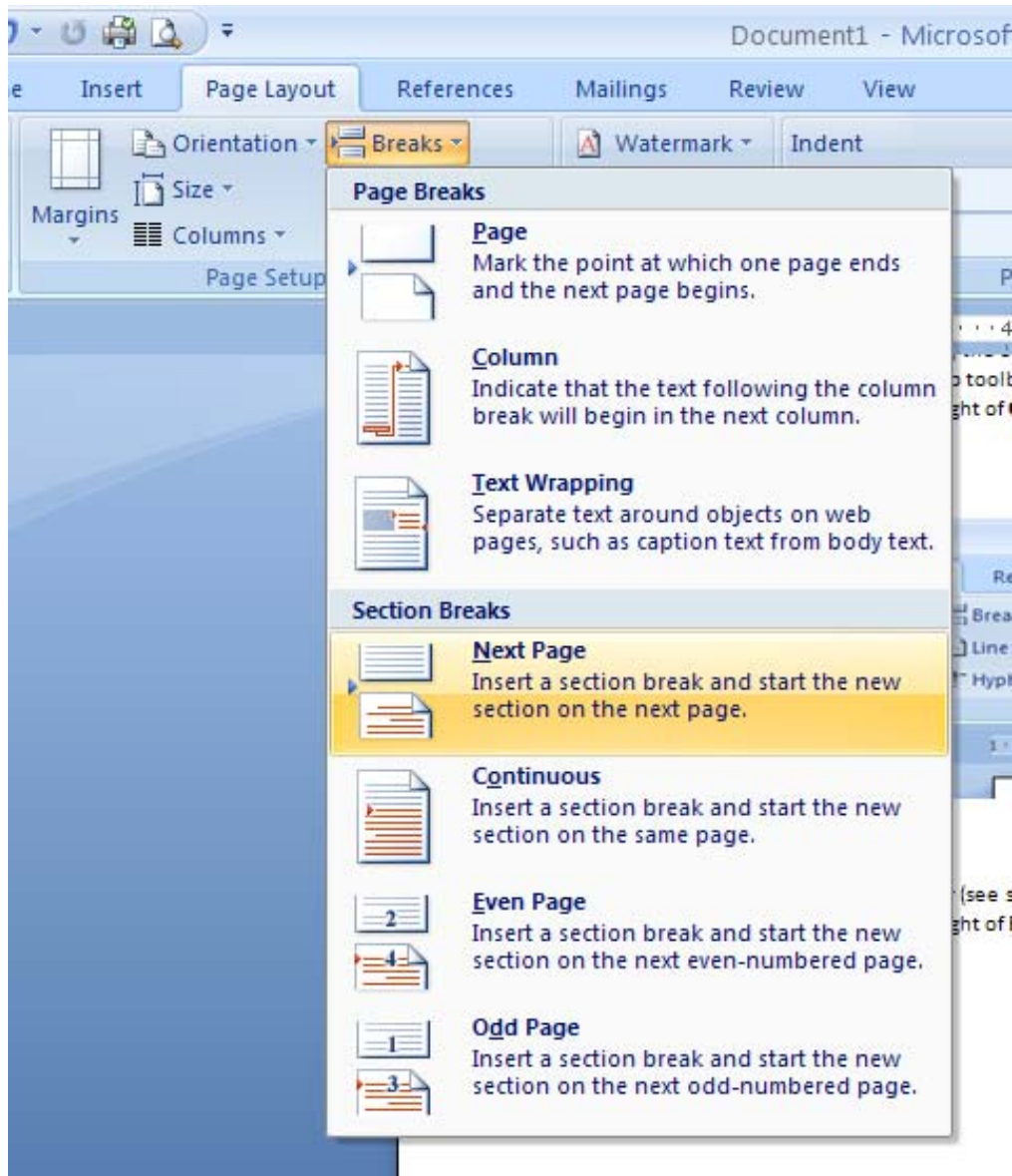
- Click on the drop-down menu to the right of **Orientation** and select **Landscape**.



Section Break (should be inserted before and after any changes in format—page orientation, page numbers, etc.)

Select the **Page Layout** tab on the top toolbar (see screenshot above).

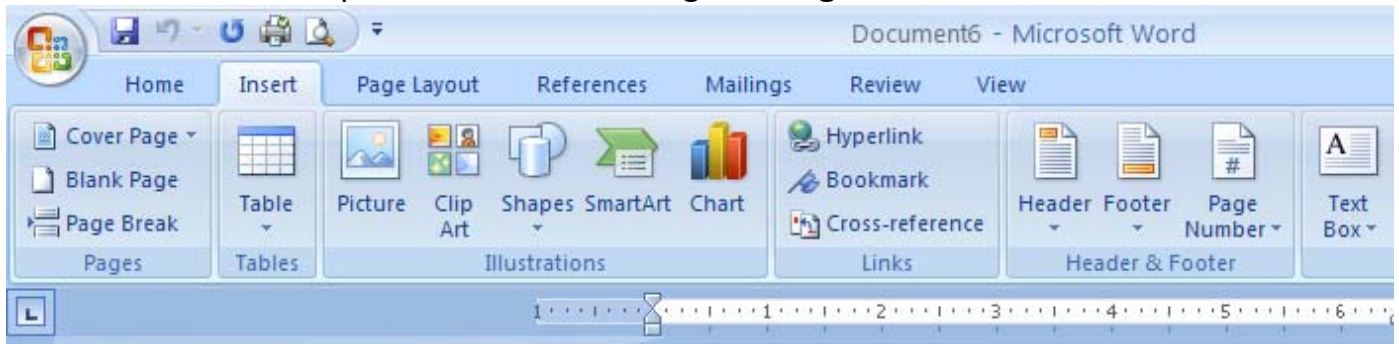
- Click on the drop-down menu to the right of **Breaks** and select **Section Breaks > Next Page**.



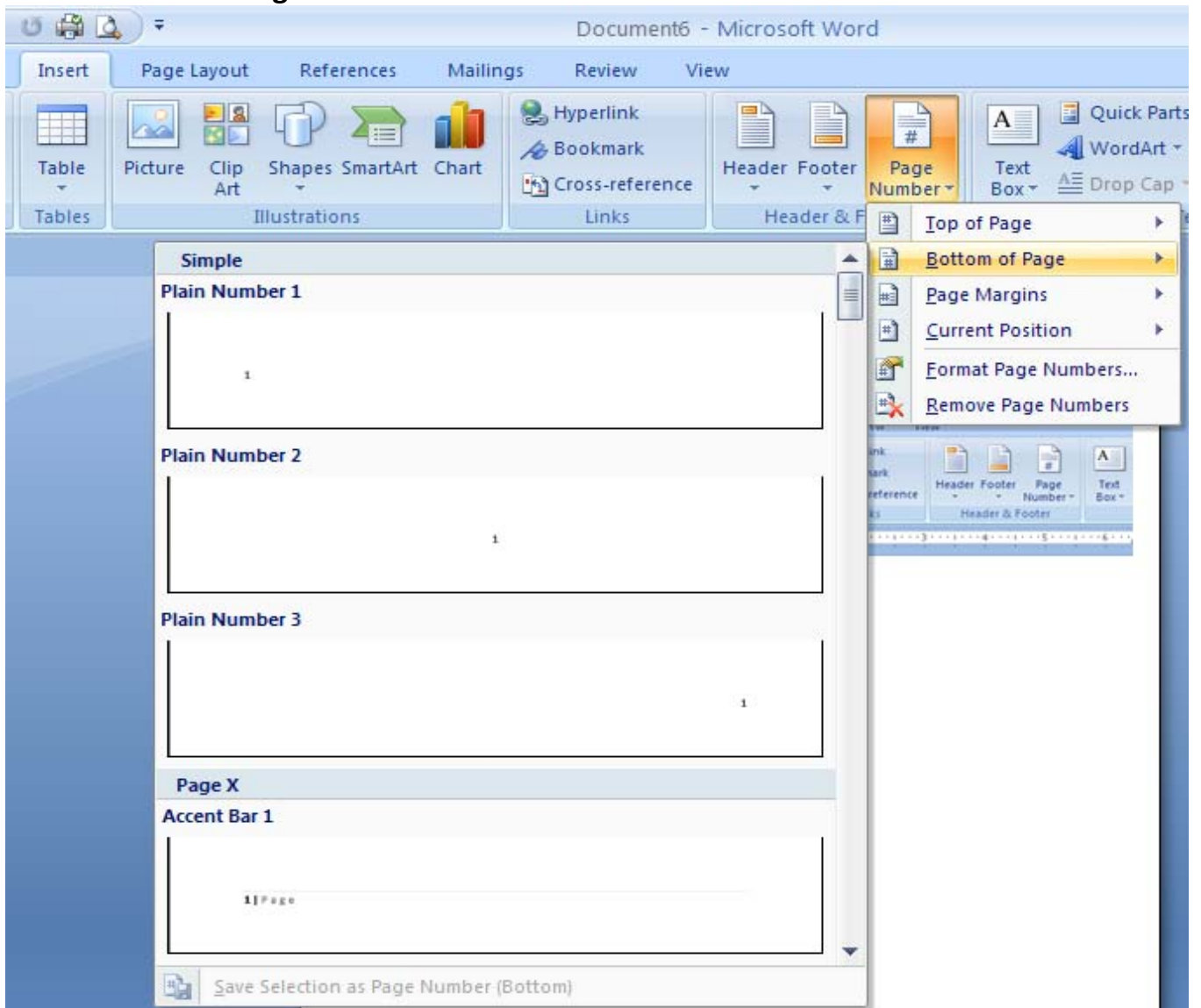
Inserting and Formatting Page Numbers

Select the tab for **Insert** on the top toolbar.

- Click on the drop-down menu to the right of **Page Number**



Select **Bottom of Page**



Select **Format Page Numbers**.

- Click on the drop-down arrow to the right of **Number format** and select the type of number appropriate for the section. If you are inserting page numbers for the first page after the *front matter*, you must de-select **Continue from previous section** and select **Start at**.

