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**.

General			
Alignment:	Left	*	
<u>O</u> utline level:	Body Text	*	
ndentation —			
<u>L</u> eft:	0"	<u>S</u> pecial:	В <u>γ</u> :
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Mirror inde	ints		
Spacing			
<u>B</u> efore:	0 pt 😂	Li <u>n</u> e spacing:	<u>A</u> t:
After:	Opt 😂	Single 🗸 🗸	*
Don't add	spa <u>c</u> e between par	agraphs of the same styl	le
Preview			
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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:

Tabs	? 🛛
Tab stop position:	De <u>f</u> ault tab stops:
6	0
	Tab stops to be cleared:
Alignment	
◯ Left ◯ Cente	r 💿 <u>R</u> ight
◯ <u>D</u> ecimal ◯ <u>B</u> ar	
Leader	
○ <u>1</u> None	
<u>S</u> et	Il <u>e</u> ar Clear <u>A</u> ll
	OK Cancel

<u>Page Orientation (useful if you have a large table or figure)</u>

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**.



<u>Section Break</u> (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 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**.

Page Number	Format 🛛 💽 🔀			
Number <u>f</u> ormat:	1, 2, 3, 💌			
🔄 Include chapte	1, 2, 3,			
Chapter starts	a, b, c, A, B, C,			
Use separator	i, ii, iii,			
Examples:	1-1, 1-A			
Page numbering				
⊙ ⊆ontinue from previous section				
🔘 Start <u>a</u> t:	\$			
	OK Cancel			