

# Office 2007

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# Office 2007

First Edition

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**Word 2007**

**Session 1**

**Exercises and Answers**

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**SAMPLE**

**SAMPLE**

# Session 1

## Fill-in-the-Blanks

**Instructions:** As you listen to the instructor, fill in the following blanks.

### Getting Familiar

1. The \_\_\_\_\_ is a great organizational tool. It replaces most menus and toolbars.
2. Quick Styles are also another way for you to add \_\_\_\_\_ in your documents.
3. \_\_\_\_\_ allow you to create these things and use them over and over again.
4. The \_\_\_\_\_ is going to give you the name of the document that you have open and that it's open in Microsoft Word.
5. The ribbon is comprised of \_\_\_\_\_ basic tabs.
6. Down at the bottom of the screen you'll notice the \_\_\_\_\_.
7. If you ever find yourself \_\_\_\_\_ or needing to \_\_\_\_\_ a new thing this is a great way to get some help.

### Document Navigation Tips

1. The first thing I'd like to point out to you is this little \_\_\_\_\_, flashing light right here. That's called the \_\_\_\_\_ Point.
2. So, my objective here is to actually add some \_\_\_\_\_.

3. You can \_\_\_\_\_ utilizing the arrow keys on your keyboard.
4. If we want to move to the right or the left one word at a time we can do that by just adding the \_\_\_\_\_ key to the mix.
5. The double headed arrow pointing up is \_\_\_\_\_ page and the double headed pointing down is \_\_\_\_\_ page.
6. This is called the \_\_\_\_\_ by Object button and we can use this to navigate very \_\_\_\_\_.
7. It's really important to learn how to select \_\_\_\_\_, because everything that you do with Word you must \_\_\_\_\_ first.
8. You can also \_\_\_\_\_ click a word. Let's say I want to \_\_\_\_\_ Branson here or select Branson.
9. First I'll want to \_\_\_\_\_ the item that I have selected so just take your mouse and click \_\_\_\_\_ in your document.

### Manipulating Text

1. The normal setting is a \_\_\_\_\_ margin all around.
2. In a normal document, like the one we're looking at here, that \_\_\_\_\_ is set to Portrait.
3. You'll notice the scissor button, that's the \_\_\_\_\_.
4. You can use a keyboard command of CTRL-V to \_\_\_\_\_.
5. If you press on your keyboard CTRL-Z that will \_\_\_\_\_ the last thing that you just did.
6. If I select Collectibles and Copy, you'll see that it's \_\_\_\_\_ to the list.
7. One thing that you need to know about the clipboard is it's really a \_\_\_\_\_ storage place for the things that you copy and paste.
8. Let's just imagine that Christine is changed her name from Christine's Loft of Books to Christine's \_\_\_\_\_ of Books.

### Themes and Templates

1. If I go back up to my theme group and click on theme \_\_\_\_\_ drop down button, you'll see I have a lot of \_\_\_\_\_ in here.

2. And then the last selection here is the theme \_\_\_\_\_.
3. This is a great tool if you have a document that you would like to mark as \_\_\_\_\_ or do not copy.
4. Any page formatting that we have done is also applied to those \_\_\_\_\_ pages.
5. Install \_\_\_\_\_ are those that are actually installed on our system when we installed Microsoft Word.
6. Nothing is simpler than using a \_\_\_\_\_ to create a document.

### Quick Parts

1. All kinds of \_\_\_\_\_ that we will want to use over and over again, we have quick and easy access to.
2. Word automatically \_\_\_\_\_ proposal onto the second line for me, because there was not quite enough space for me.
3. Up here at the top you'll notice this \_\_\_\_\_ drop down box.
4. In this case I want to go ahead and use the \_\_\_\_\_.
5. I want to select all of this text. Do you remember the short cut key for that? \_\_\_\_\_.
6. And just double check and make sure where your \_\_\_\_\_ is before you paste.
7. Now I would like to add a symbol to this \_\_\_\_\_.
8. I have a \_\_\_\_\_ in our VP Marketing letter, so I'm going to go ahead and launch that again.
9. Now, you'll notice my \_\_\_\_\_ is down here at the bottom right.
10. The next time you're working on a document, take a look at the different \_\_\_\_\_ you're using and see if you could add that to your \_\_\_\_\_ \_\_\_\_\_ to save time the next time you \_\_\_\_\_ that document again.

### Preparing Documents for Printing

1. You may have noticed these little \_\_\_\_\_ squiggly lines on our document. What that's telling us is we have some potential \_\_\_\_\_ issues that we need to take care of.

2. Another way that we can do our spell check is actually take our mouse and right click on any word that has the \_\_\_\_\_ or \_\_\_\_\_ squiggly.
3. You'll notice \_\_\_\_\_ on your keyboard. If you press that key that will open up your spelling and \_\_\_\_\_ dialog box.
4. When correcting spelling in Microsoft Office programs typically you'll want to \_\_\_\_\_ words that are in uppercase.
5. If you create your own custom \_\_\_\_\_ here, those will not be found as \_\_\_\_\_ errors.
6. I don't want to \_\_\_\_\_ any of these changes that we've just made, so I'm going to go ahead and click \_\_\_\_\_.
7. There's one thing we need to do, though, before we actually \_\_\_\_\_ and that's save our document.
8. Now I need to let Word also know what kind of a \_\_\_\_\_ I would like to save it as.
9. All the great formatting will be \_\_\_\_\_.
10. When you're deciding what \_\_\_\_\_ to give your file there are a few \_\_\_\_\_.
11. Also file names are not case \_\_\_\_\_, so that means you're welcome to use upper and \_\_\_\_\_ letters.
12. You may not use the \_\_\_\_\_ mark, quotation mark, slash, back slash, less than and greater than \_\_\_\_\_, asterisk, \_\_\_\_\_, that's the funny vertical line, and the colon.
13. The way they've created these files they're more \_\_\_\_\_.
14. Personal information and that hidden data is much more easily \_\_\_\_\_ utilizing a tool called the \_\_\_\_\_ inspector.
15. Now print preview is much the \_\_\_\_\_ as we had in the \_\_\_\_\_ version of Word.
16. If at this point I was ready to \_\_\_\_\_ I could just go over here to the print group and click the \_\_\_\_\_ button.
17. By default we're going to be printing \_\_\_\_\_ of the pages.
18. If you need to hand out more than one set of your document you would \_\_\_\_\_ that number just by clicking that up or down \_\_\_\_\_.



19. If you have a spreadsheet that you have \_\_\_\_\_ into your Word document, you may want to go ahead and click on this and it'll go and make sure that it has the most \_\_\_\_\_ information before it sends your document off to the \_\_\_\_\_.

**SAMPLE**

**SAMPLE**

## Session 1 Glossary Crossword

**Instructions:** Use the terms and clues below to complete the crossword puzzle. Term definitions can be found in the glossary.

|                  |                 |                 |
|------------------|-----------------|-----------------|
| Cut              | Tab             | Copy            |
| Help             | Paste           | Ribbon          |
| Styles           | Themes          | END Key         |
| Home Key         | Clipboard       | Title Bar       |
| Word Wrap        | Status Bar      | Up Down Keys    |
| Office Button    | Building Blocks | Insertion Point |
| Browse By Object |                 |                 |

**ACROSS**

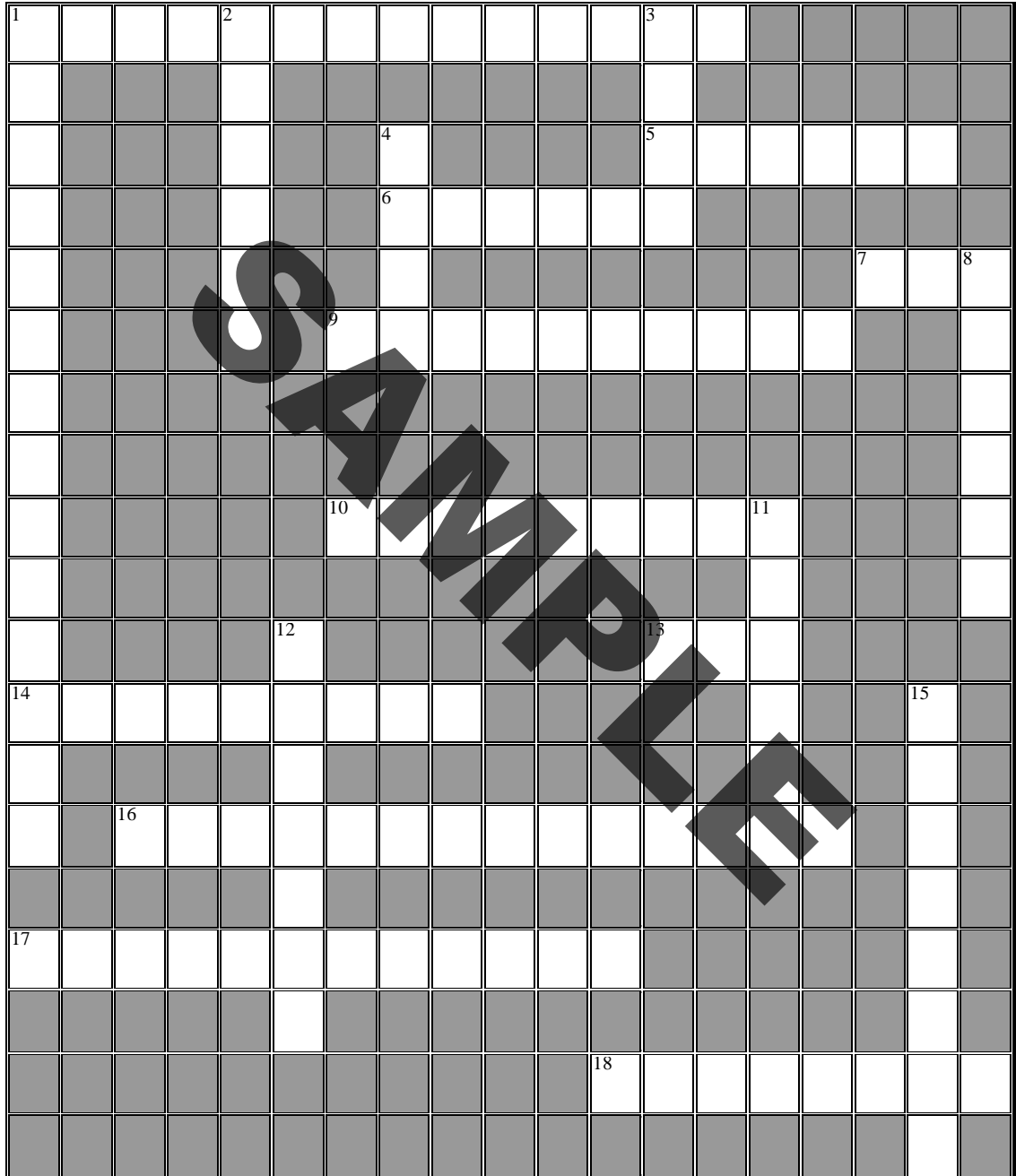
1. A tool that allows users to navigate through a document by heading, graphic, or other objects.
5. A technique in which something that has either been cut or copied is inserted into a different location in a document.
6. A key on the keyboard that, when pressed, automatically places the cursor at the end of the current line.
7. A technique in which a section of document is removed and then saved in temporary memory so it can be placed into a different location.
9. A keyboard function that allows users to navigate through a document one screen at a time.
10. A section at the bottom of the document window that contains information such as word count.
13. A key on a keyboard, that when pressed, inserts a special character used in formatting text, as indenting a line or a block of text.
14. A feature that temporarily stores information that has been cut or copied from a document so it can be pasted at a later time.

16. A feature that lets Microsoft know where to insert text or clip art.
17. A button that houses save and print options. This replaced the File menu.
18. A bar at the top of the screen that will display the name of the open document and the program that the document is open in.

## **DOWN**

1. A pre-designed piece of content such as a date or a signature line. Users can create new ones at any time.
2. A feature that allows users to choose different formatting. This may change the font color, size, or the paragraph spacing.
3. A technique in which information is duplicated or reproduced in a different location without moving the original.
4. A tool that allows users to search for a specific topic. When the ENTER key is pressed or the Search button is clicked, several documents related to the search criteria will appear.
8. A design that is applied to an entire document such as font color, background images, or styles.
11. A print option that allows users to send a document directly to the default printer without making any changes.
12. A key on the keyboard that, when pressed automatically places the cursor at the beginning of the current line.
15. A feature that automatically moves text to the next line when there is no longer space on the current line.

# Session 1 Crossword



Session 1 Word Search

**Instructions:** Use the following glossary terms to complete the Word Search.

Cut  
 Help  
 Styles  
 Home Key  
 Word Wrap  
 Office Button  
 Browse By Object

Tab  
 Paste  
 Themes  
 Clipboard  
 Status Bar  
 Building Blocks

Copy  
 Ribbon  
 END Key  
 Title Bar  
 Up Down Keys  
 Insertion Point

N H B U I L D I N G B L O C K S T Z  
 D D B R O W S E B Y O B J E C T S N  
 W I R J P A S T E I V V Z O I Y P P  
 I C Y V L P O K F W U C X J E T D J  
 H X O N L L M L A J U D V K N R X N  
 I N S E R T I O N P O I N T A T M A  
 M W H S T N Z C C Y N W Q O N C C M  
 N Q U T I O Y L T H O Y B O S O I R  
 X T J A T B I T H D U P T Q W P H Z  
 J K W T L A I C P V I T E D T Y J U  
 F F A U E B B U L L U T H C W P A H  
 A W T S B L N T C B J Z Y E H V A O  
 B N S B A H H Q E N D K E Y M S F M  
 O F J A R V C C D W L V F X L E B E  
 B F A R H Y I Z L Y R I B B O N S K  
 L B L E A F W O R D W R A P C J B E  
 S S K X F X H G D U G K G F K Y E Y  
 F O I O R H D P O I H F S T Y L E S

## Session 1 Short Answer

**Instructions:** Answer the following questions in your own words using the space provided.

1. What do the Cut, Copy, and Paste features each do?

2. Within the Theme group, there are three different theme drop-down button types that manipulate the style of the document. What are they and what changes can be done using them?

3. What is the shortcut key for the Spelling and Grammar dialog box? What are some of the options within the box and what do they specifically do?

## Group Activity

**Instructions:** Divide into groups and assign each group one of the following subjects to research. Each group should prepare a short 5-10 minute class presentation of the information researched.

1. Pretend your classmates have never tried the new Word 2007 and you were assigned to explain to them what new features are available. Describe 3 or 4 of the new features you have learned in Session 1.
2. Pick out 3 or 4 of the new features offered in Word 2007 and write down two or three paragraphs describing what they can do and why it has made the product even better.
3. As a group, create a class agenda for the following week of school. Use tables, graphics, and themes to dress up the document. Use the skills you have learned in Session 1 to better organize and display the agenda. Present the work to class and, in detail, describe the steps and choices made to create the document.



## Session 1 Quiz

**Instructions:** Circle the letter of the option that BEST answers the question.

1. What is the benefit of Live Preview?
  - a. Replaces most menus and toolbars
  - b. See formatting changes on-screen
  - c. Create documents quickly and easily
  - d. Expands document reference features
2. What buttons are on the top right side of the interface? Choose all that apply.
  - a. Open
  - b. Close
  - c. Minimize
  - d. Maximize
3. What does the tool tip provide in Word 2007?
  - a. Tips involving Insert tools
  - b. Tips in improving the document format
  - c. Brief information about a button or command
  - d. Brief information found in the Word Help dialog box
4. What is the blinking, flashing line found on documents called?
  - a. Text Point
  - b. Type Point
  - c. Insertion Point
  - d. Selection Point
5. Which keyboard key will move the cursor to the beginning of the line?
  - a. END
  - b. CTRL
  - c. HOME
  - d. BACKSPACE
6. By default, what does the double-headed up arrow below the scroll bar represent?
  - a. Next Page
  - b. Previous Page
  - c. Next Heading
  - d. Previous Graphic

7. What are ways the cursor can select a whole word? Choose all that apply.

- a. Triple-click
- b. Double-click
- c. CTRL+click
- d. Click and drag

8. What will the SHIFT+RIGHT ARROW highlight?

- a. One line at a time
- b. One character at a time
- c. One word at a time
- d. One sentence at a time

9. What are the measurements for a Normal margin?

- a. 1" all around
- b. 0.5" all around
- c. 1" top and bottom, 2" left and right
- d. 1" top and bottom, 1.25" left and right

10. What is the symbol for the Cut button?

- a. Knife
- b. Razor
- c. Brush
- d. Scissors

11. What is the keyboard shortcut for undo?

- a. CTRL+C
- b. CTRL+U
- c. CTRL+V
- d. CTRL+Z

12. What can be found in the Clipboard task pane?

- a. Task options for the current document
- b. Clippings of previous tasks in the document
- c. Clipboard of document work previously done
- d. Previous items that were either copied or pasted

13. What group would you select to access the Find and Replace buttons?

- a. Paste
- b. Search
- c. Editing
- d. Change Styles

14. What are buttons found in the Themes group? Choose all that apply.
- a. Theme Size
  - b. Theme Fonts
  - c. Theme Colors
  - d. Theme Effects
15. What is the standard setting for a Page Border?
- a. Box
  - b. None
  - c. Custom
  - d. Shadow
16. What are the Template options in the New Document dialog box? Choose all that apply.
- a. My templates
  - b. Blank and recent
  - c. New from existing
  - d. Installed Templates
17. It is possible to create personal templates by using the Save as type feature and selecting Word Template.
- a. True
  - b. False
18. What are some of the Document Property fields? Choose all that apply.
- a. Author
  - b. Bullets
  - c. Company Fax
  - d. Company E-mail
19. What are some of the options available in the Create New Building Block dialog box? Choose all that apply.
- a. Name
  - b. Gallery
  - c. Details
  - d. Classification
20. What does redefine the building block entry mean?
- a. Re-title the existing building block
  - b. Overwrite the existing building block
  - c. Offer a new definition for the building block
  - d. Define a clearer description of the building block

21. What are options in the Field dialog box? Choose all that apply.
- a. Author
  - b. BarCode
  - c. Comments
  - d. Hyperlinks
22. What is the keyboard shortcut to selecting all the text?
- a. CTRL+A
  - b. CTRL+V
  - c. CTRL+SHIFT+A
  - d. CTRL+SHIFT+V
23. What is the keyboard shortcut in placing the cursor at the beginning of the document?
- a. CTRL+HOME
  - b. SHIFT+HOME
  - c. CTRL+ALT+HOME
  - d. SHIFT+ALT+HOME
24. What color is the squiggle underline when there is a spelling error?
- a. Red
  - b. Blue
  - c. Green
  - d. Yellow
25. What color is the squiggle underline when there is a grammatical error?
- a. Red
  - b. Blue
  - c. Green
  - d. Yellow
26. What are buttons available in the Spelling and Grammar dialog box? Choose all that apply.
- a. Ignore All
  - b. Ignore Once
  - c. Ignore Some
  - d. Add to Dictionary
27. What are options when correcting spelling and grammar in Word? Choose all that apply.
- a. Flag repeated words
  - b. Check spelling as you type
  - c. Ignore words in UPPERCASE
  - d. Mark grammar errors as you type

28. When saving the document under Word 97-2003, all of the new features will be disabled when the document is opened.

- a. True
- b. False

29. What characters are not accepted when naming files? Choose all that apply.

- a. ? (question mark)
- b. / (slash)
- c. , (comma)
- d. " (quotation mark)

30. What are three printing options found in the Office button?

- a. Print
- b. Print As
- c. Quick Print
- d. Print Preview

31. What are the scaling options in the Print dialog box? Choose all that apply.

- a. Letter
- b. Legal
- c. Banner
- d. Executive

32. What is the one default Printing option found in the Word Options dialog box?

- a. Print hidden text
- b. Print document properties
- c. Updated fields before printing
- d. Print drawings created in Word

**SAMPLE**