

## Introduction

Word 2007 is like a typewriter on steroids! In this respect Word is no different from other word processing programs. Since the computer has become a common household and workplace item the typewriter has almost disappeared. Some people might have kept their typewriter, but that is mostly for sentimental reasons.

Nowadays a typewriter is only used when a carbon copy is needed. If you do not need carbon copies, and if you have a personal computer (PC), you might just as well donate the old “chopping board” to a museum.

Compared to the rest of the Office package, Word has in many versions been the most “over-developed” program. Word can do everything you want when it comes to word processing; probably more than you or I will ever need.

This is one reason why there have been very few new features in the latest versions of the program. It has mostly been cosmetic changes to the interface and small improvements of the Spell and Grammar Check. Word has not changed much in Version 2007 either. It is mostly the same both with respect to its strengths and weaknesses.

There are some handy Templates for easy letter writing, and it is also easy to create some impressive graphics to support the text, but it is more difficult to place and text wrapping of pictures, and it can be quite a challenge to place captions. This has always been one of Word’s weaknesses and it is somewhat disappointing that nothing has been done to improve it.

By virtue of its many possibilities, Word is a fairly complicated program, although it is relatively easy to work with. If you have never worked with Word before, you will probably soon find yourself in the wilderness of possibilities the program offers. In his book I will attempt to guide you through that wilderness, so you can learn the things that are necessary for you to use the program effectively.

### What can you learn?

This book focuses on how best to solve various problems in Word. Rather than a point for point examination of all the functions in Word, it is based on typical tasks and problems you might need to solve.

First you will learn how to navigate in the program and tackle basic tasks, such as writing letters and reports, and creating a nice layout.

At the more advanced stages, you will learn how to mail merge (combine a Word document with a spreadsheet) and use the proofing tools.

Finally, we are going to take a look at the many exciting possibilities to add different kinds of pictures and graphics, and how to quickly and smoothly place your pictures where you want them.

When you have read this book and performed the various exercises, you will be a capable Word user. You will be well equipped to deal with all everyday tasks, and to explore the program further on your own.