

WORD 2007 - Change the 'default' settings by KRP

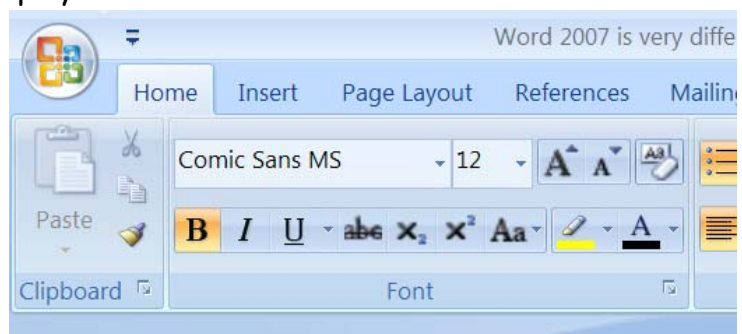
Word 2007 is very different from previous versions of Word and for some reason departs from the well-known Menu system. This brief 'Help Note' therefore can only cover some of the changes that the user will be confronted with.

The screen has the following options set as the 'default':

Line spacing of 1.5 to change this use the Home Ribbon and the Icon within the Paragraph section



The **Ribbon menu** is always displayed in a less than clear Text

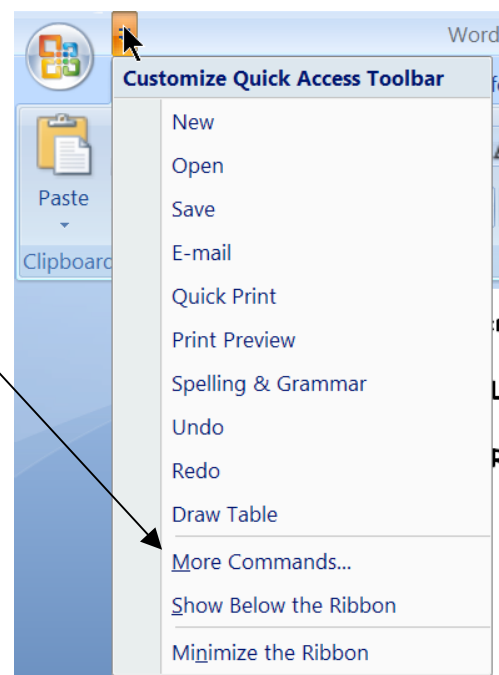


To change this to a slightly clearer text carry out the following procedure:

Click the left mouse on the symbol:
A 'drop down' list will appear
Select **More Commands**



(Note: This arrow is located on the **Insert** ribbon within the **Illustrations** section under the **Shapes** heading)



Authors comment: I am not adverse to change but I did find it very useful to always have the Drawing Toolbar displayed at the bottom of the screen which cannot be achieved now.

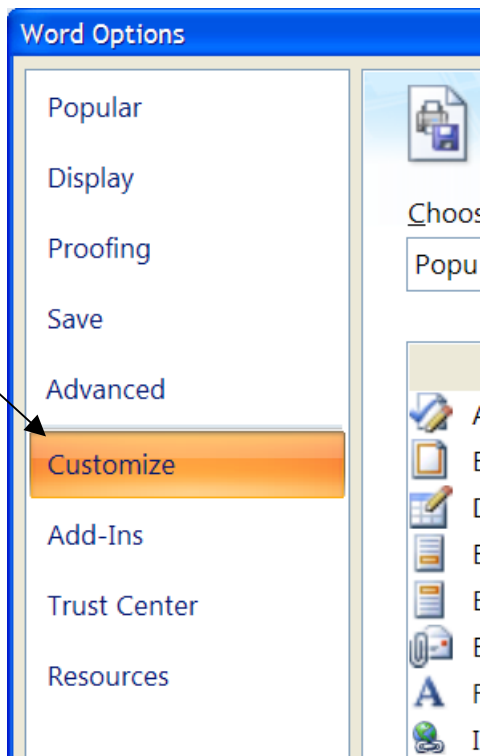
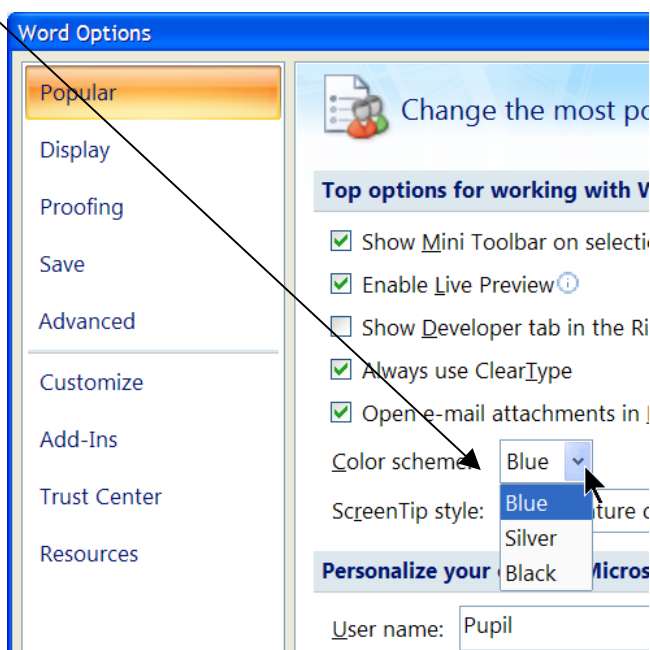
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The displayed list 'defaults' to

To change the text display select

Popular

and change the colour scheme to Black using the 'Drop Down' box then click OK



The text is now more defined (though in certain areas is still far from perfect)



Authors comment: Microsoft ought to have amended the problem caused when the user wanted to copy and paste a line with the arrow head at the place where the user placed the cursor. The same problem remains that the pasted item is located near to where the item was copied from even though the user had repositioned the cursor to a different point in the document.

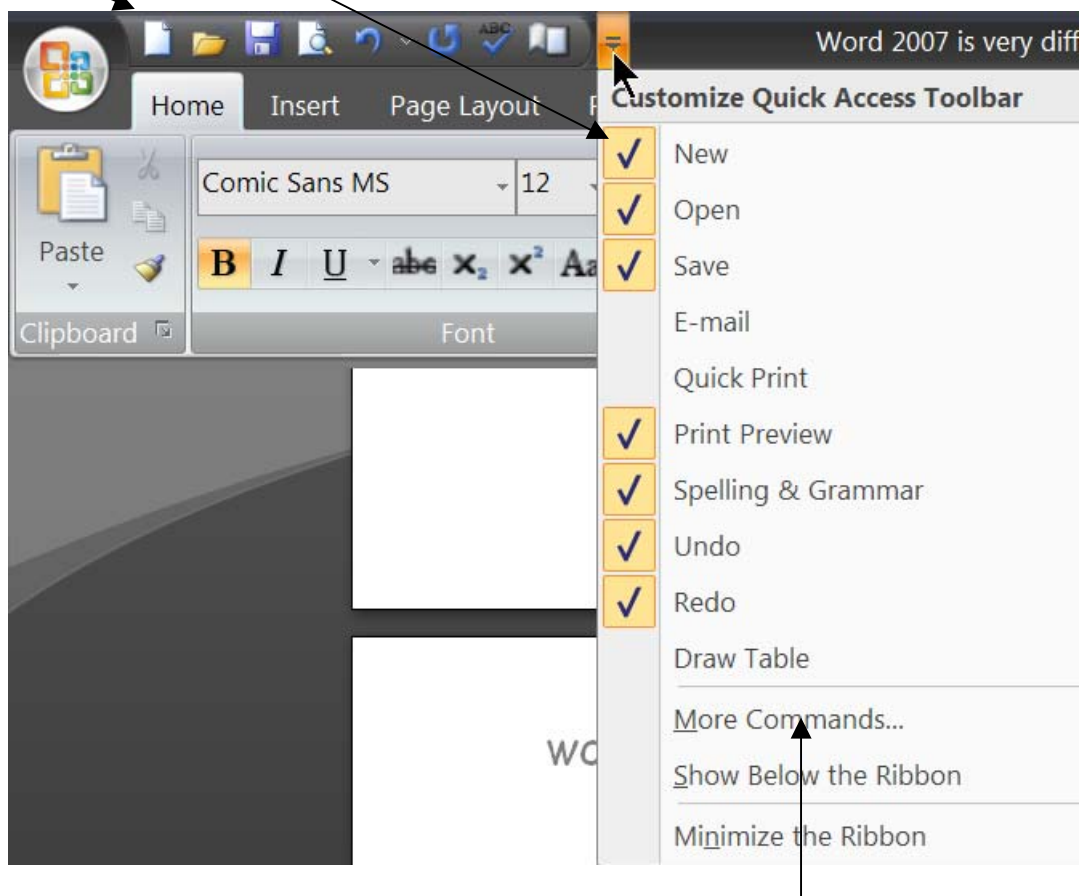
QUICK ACCESS TOOLBAR: To add very useful items to the Quick Access Toolbar carry out the following:

Click on the symbol:



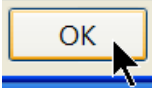
Then select the items in the order you wish them to appear at the top of the screen.


New was selected first and appears as the first Icon in the list:



To obtain the Print Preview Icon  select More Commands

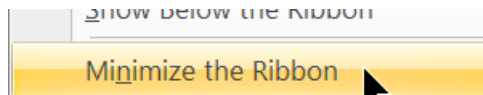
Select the item  then select 

Press  and the item will appear in the screen list

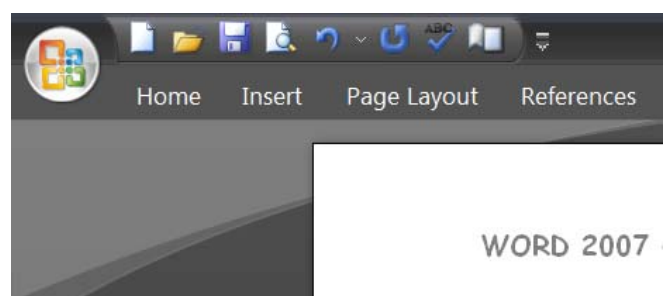
and an Icon  will be placed in the Quick Access Toolbar

The Ribbon can restrict the screen size and makes the screen appear a bit cluttered - to turn off the ribbon and have it only appear when you want it too carry out the following:

- Click on the Icon  at the top of the screen
- Select Minimize the Ribbon



Now the screen will appear like:



The OFFICE BUTTON offers the usual Save, Save As etc so this will not be covered within this Help Note. Do however, carefully read the description in the 'break out' boxes for details about what options there are especially when printing pages etc.

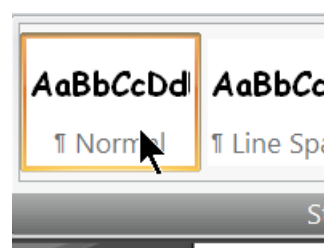
The STYLES offers the user the option to change the 'Default' text size, Font attribute and line spacing etc.

This will be the last item covered by this brief Help note:

- If you have hidden the Ribbons Click on the Home Ribbon Tab

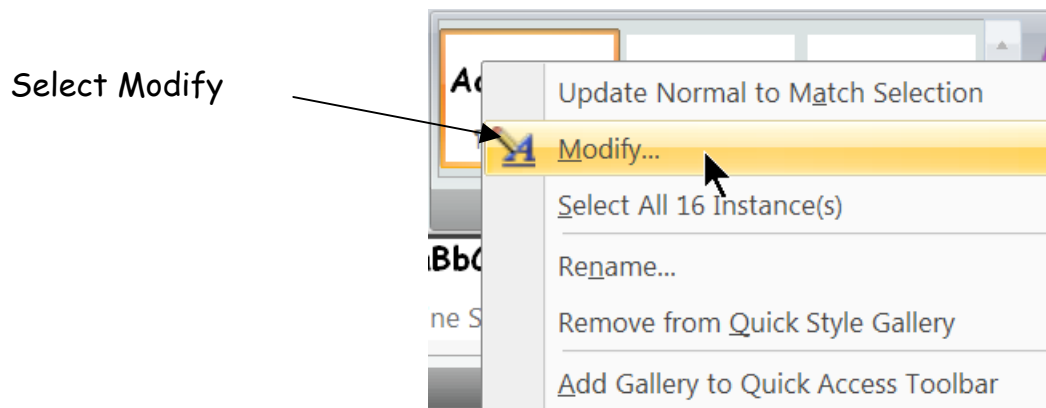


- Right Mouse Click on the Style names Normal

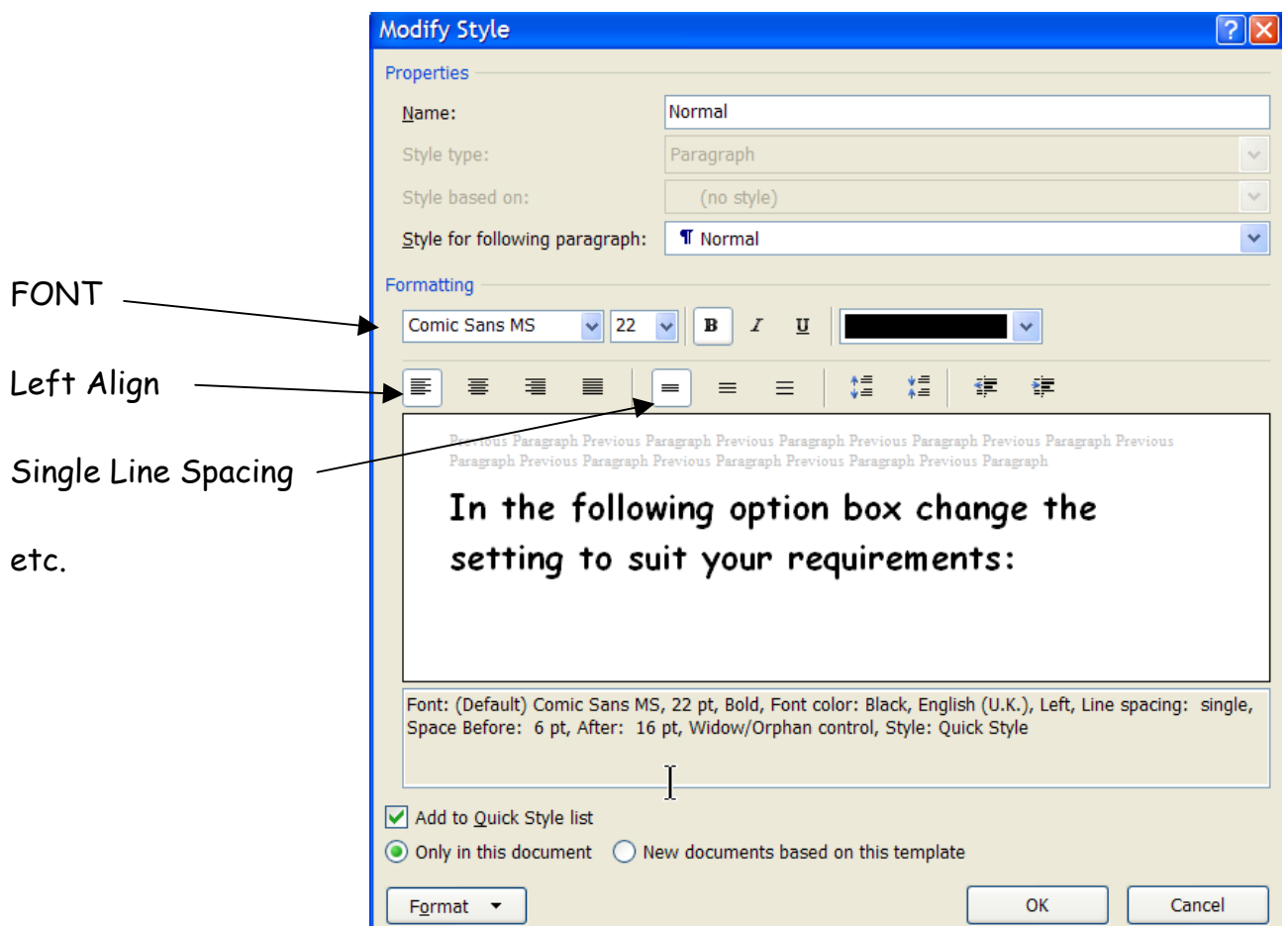


The following box will appear - please see the next page

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- In the following option box change the setting to suit your requirements:



Finally, to set this as the 'default' for ALL subsequent documents select the target box

