

Lecture 7

What we'll be doing

1. Open T:\teach\classes\for112\Wyoming-supplement.doc

Note that when you open the document in Word 2007, the title bar area states that the document has opened in "Compatibility Mode". That means the document was created in a previous version of Microsoft Word. In this case, it is a Word 97-2003 format (.doc file). The document can remain in that older format or it can be converted to the Word 2007 format (.docx file). More on this in just a bit.

In terms of formatting, an attempt was made to include page numbering and a document header. However, advanced features in Word that can accomplish this were not used.

2. Close the Wyoming file. Copy the AdvWord.doc file to your Z: drive and open from Z:
3. Convert from .doc to .docx: click the Office Button and then choose Convert.

DO IT: Convert the AdvWord document to an Office 2007 format.

We convert because some of the features in Word 2007 cannot be applied to older documents.

4. Now, let's save the document to a different name.

DO IT: Click the Office Button, choose Save As, and select the "Word Document" option at the top. For a filename, use "VictoriaFalls". The SaveAsType should be set to ".docx".

NOTE: The Save As Type is the file extension that gets appended to your filename. You never need to include an extension (e.g.- .doc or .docx) in your file name when the Save As Type field is already populated.

5. Close the document. If you look at your Z: drive contents, you should see both the AdvWord.doc file and the converted VictoriaFalls.docx file.
6. Open Z:\VictoriaFalls.docx (You can delete the AdvWord.doc file from your Z: drive)
7. Go to the References tab and click the "Table of Contents" icon on the Ribbon. Select the "Automatic Table 2" option and you'll see that Word cannot automatically create a table of contents. That's because text in the document needs to contain specific "Styles". In particular, a table of contents (TOC) uses the Heading 1, Heading 2, and Heading 3 styles.
8. Let's change the first heading in the document to a Heading 1 style:

DO IT:

- *On the Home tab, click the arrow (the dialog launcher) at the bottom of the Styles group*
- *Select the entire "The Victoria Falls" heading*
- *In the Styles task pane, click "Clear All" to remove all formatting and styles from the selection*
- *Click the "Heading 1" style to apply it to the selection*

9. Save the changes to your document and close it.
10. Take Quiz 2 in class.