

# Учебные курсы по Microsoft Office Word 2007

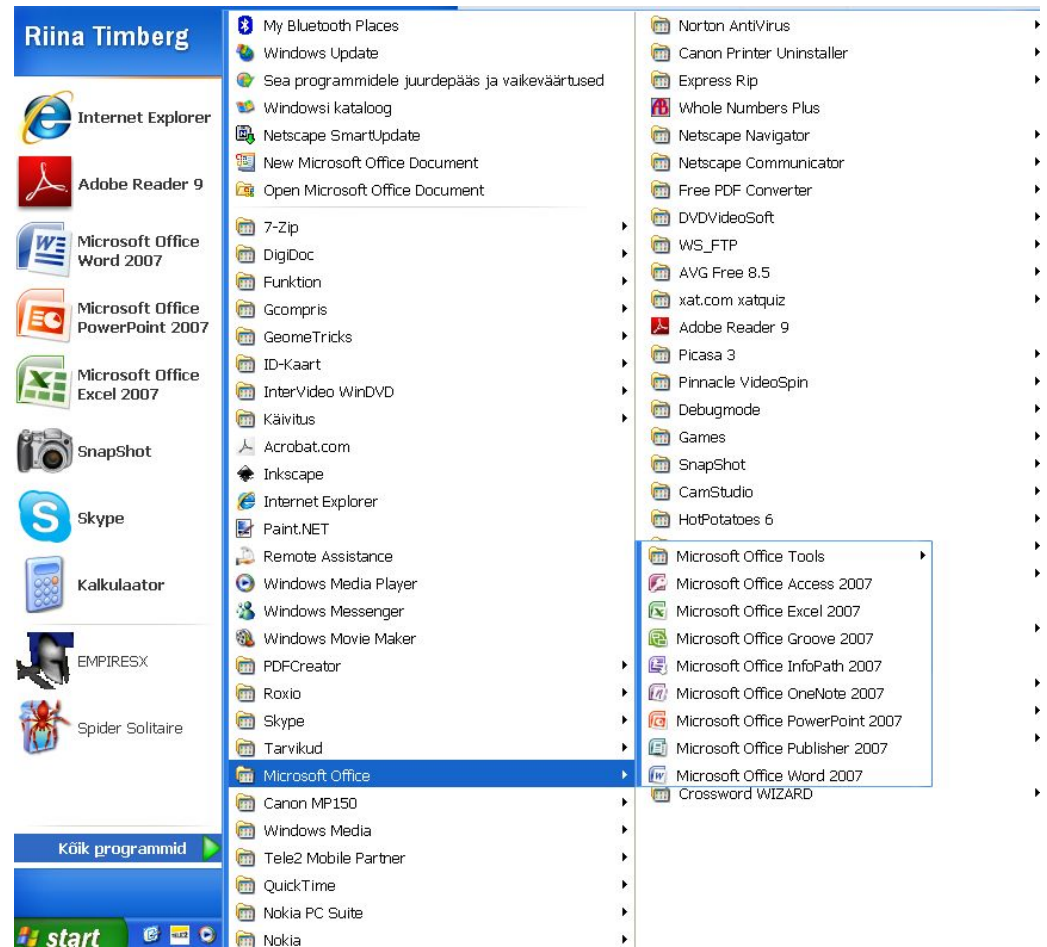
Riina Timberg

[timbergr@hotmail.ee](mailto:timbergr@hotmail.ee)

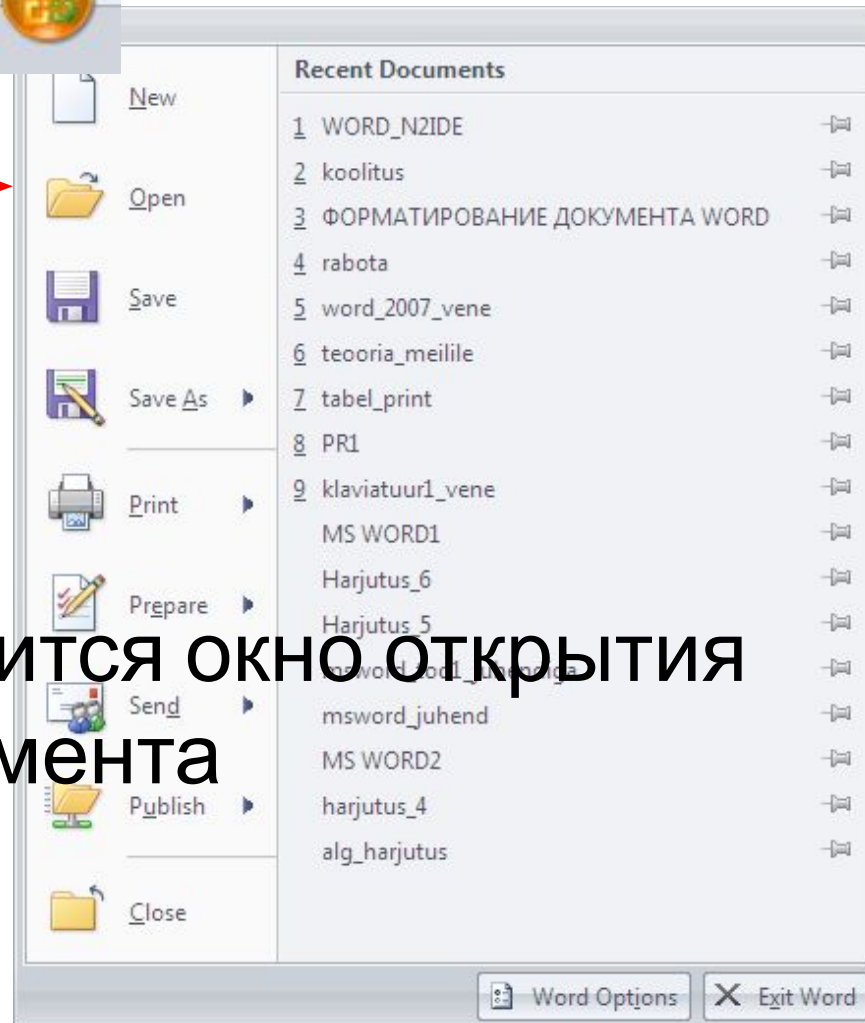
5025067

# Создание документа

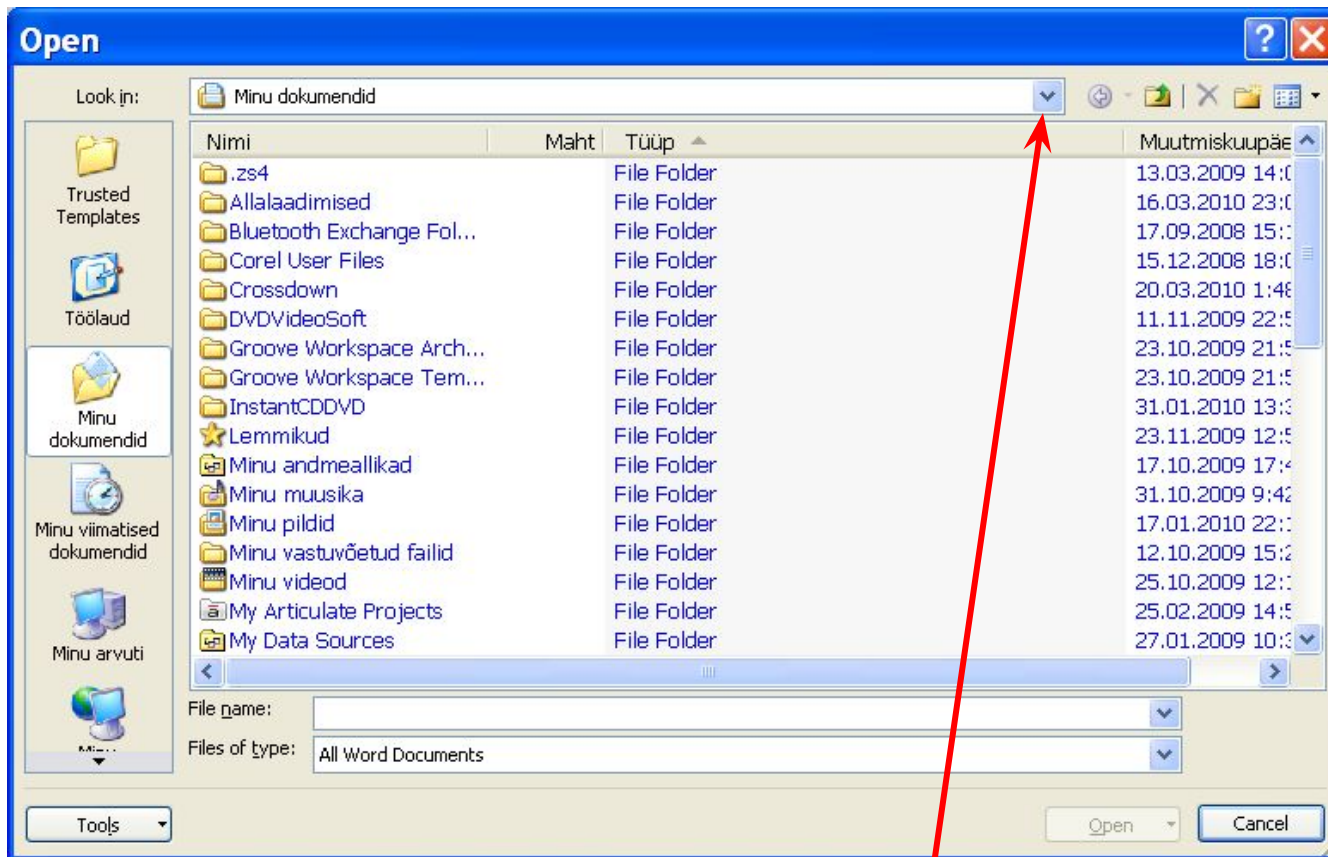
- **START**
- **ALL PROGRAMS**
- **MICROSOFT OFFICE**
- **MICROSOFT OFFICE WORD**



# Открытие документа



появится окно открытия документа



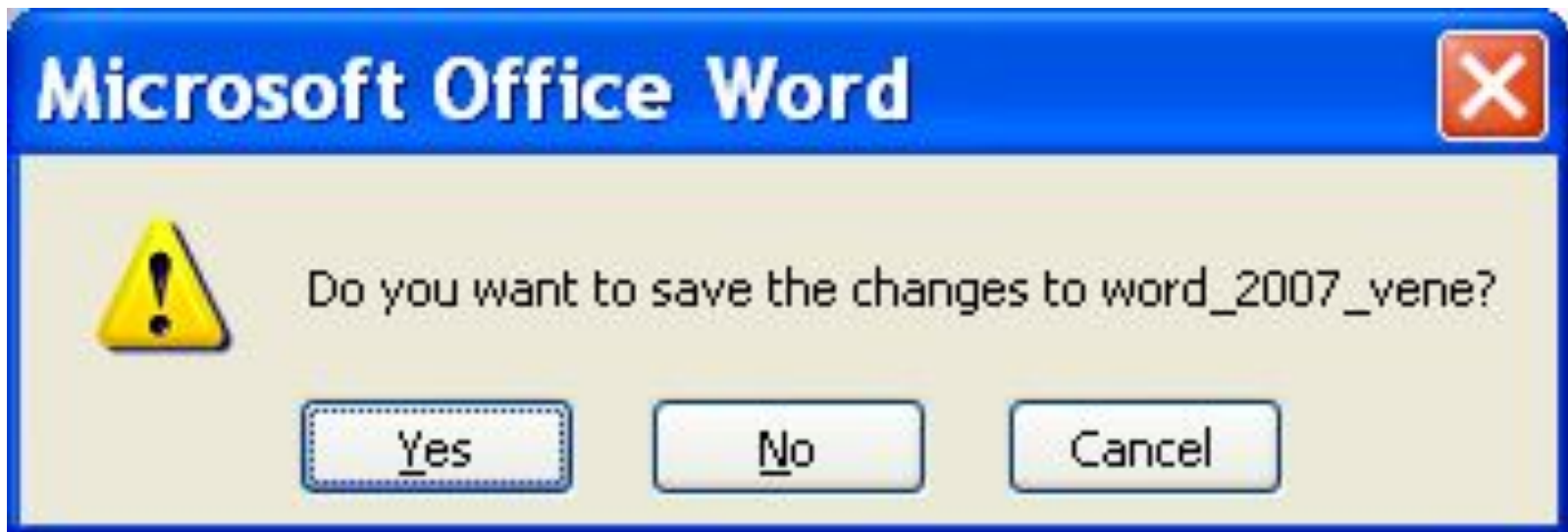
Чтобы открыть файл при помощи данного окна, сделайте следующее.

1. Выберите диск, на котором находится файл.
2. Выберите папку, в которой хранится файл.
3. Щелкните на названии файла два раза или выделите его и нажмите кнопку Открыть.

- ***Следует обратить внимание, что Word 2007 по умолчанию сохраняет файлы в формате .docx***
- Этот формат не могут читать старые версии программы. Поэтому, если вы хотите, чтобы документ был совместим с предыдущими версиями Word, необходимо сохранять файл в "режиме ограниченной функциональности" (Compatibility Mode). Это делается с помощью меню "Сохранить как..." (Save As...) кнопки "Office".

Save ? Save as ... ?

Close Window  <CTRL+F4>.



Убедитесь, что в строке заголовка окна Word вместо названия Документ1 появилось название вашего файла.

# Save as...

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## Save a copy of the document



### Word Document

Save the file as a Word Document.



### Word Template

Save the document as a template that can be used to format future documents.



### Word 97-2003 Document

Save a copy of the document that is fully compatible with Word 97-2003.



### OpenDocument Text

Save the document in the Open Document Format.



### PDF or XPS

Publish a copy of the document as a PDF or XPS file.



### Other Formats

Open the Save As dialog box to select from all possible file types.

# Print

- 1.
- 2.
- 3.

## Preview and print the document



### **Print**

Select a printer, number of copies, and other printing options before printing.



### **Quick Print**

Send the document directly to the default printer without making changes.



### **Print Preview**

Preview and make changes to pages before printing.



# Prepare

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

## Prepare the document for distribution



### **Properties**

View and edit document properties, such as Title, Author, and Keywords.



### **Inspect Document**

Check the document for hidden metadata or personal information.



### **Encrypt Document**

Increase the security of the document by adding encryption.



### **Restrict Permission**

Grant people access while restricting their ability to edit, copy, and print. ▶



### **Add a Digital Signature**

Ensure the integrity of the document by adding an invisible digital signature.



### **Mark as Final**

Let readers know the document is final and make it read-only.



### **Run Compatibility Checker**

Check for features not supported by earlier versions of Word.

# Send

- 1.
- 2.
- 3.
- 4.

## Send a copy of the document to other people



### **E-mail**

Send a copy of the document in an e-mail message as an attachment.



### **E-mail as PDF Attachment**

Send a copy of the document in a message as a PDF attachment.



### **E-mail as XPS Attachment**

Send a copy of the document in a message as an XPS attachment.



### **Internet Fax**

Use an Internet fax service to fax the document.

# Publish

- 1.
- 2.
- 3.

## Distribute the document to other people



### Blog

Create a new blog post with the content of the document.



### Document Management Server

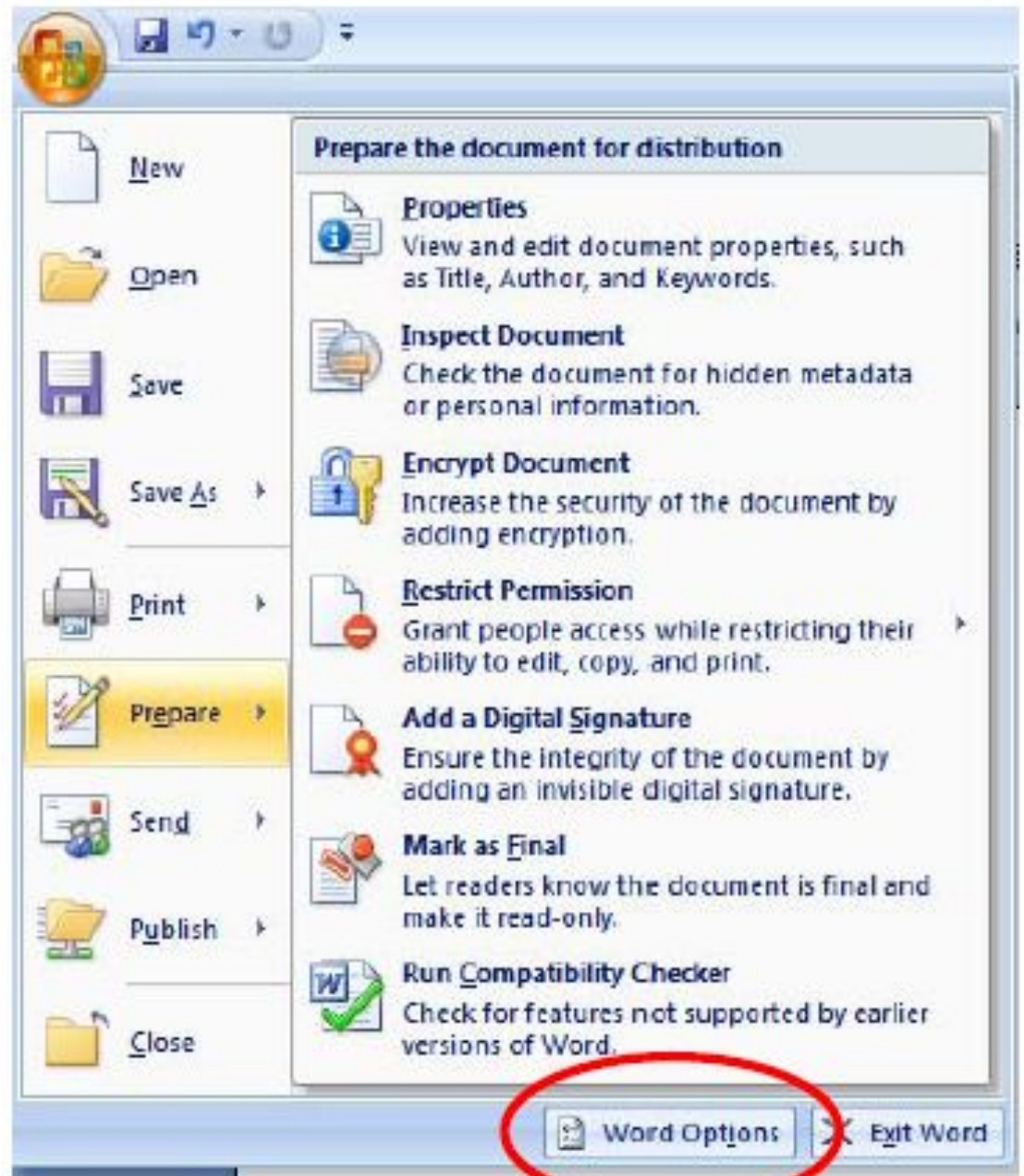
Share the document by saving it to a document management server.



### Create Document Workspace

Create a new site for the document and keep the local copy synchronized.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



Change the most popular options in Word.

## Top options for working with Word

- Show Mini Toolbar on selection [i](#)
- Enable Live Preview [i](#)
- Show Developer tab in the Ribbon [i](#)
- Always use ClearType
- Open e-mail attachments in Full Screen Reading view [i](#)

Color scheme: Silver [v](#)ScreenTip style: Show feature descriptions in ScreenTips [v](#)

## Personalize your copy of Microsoft Office

User name: Opetaja

Initials: O

Choose the languages you want to use with Microsoft Office: [Language Settings...](#)

OK

Cancel

Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



Change how document content is displayed on the screen and when printed.

**Page display options**

- Show white space between pages in Print Layout view ⓘ
- Show highlighter marks ⓘ
- Show document tooltips on hover

**Always show these formatting marks on the screen**

- Tab characters →
- Spaces ...
- Paragraph marks ¶
- Hidden text abc
- Optional hyphens ~
- Object anchors ⚓
- Show all formatting marks

**Printing options**

- Print drawings created in Word ⓘ
- Print background colors and images
- Print document properties
- Print hidden text
- Update fields before printing
- Update linked data before printing

OK

Cancel

Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



Change how Word corrects and formats your text.

## AutoCorrect options

Change how Word corrects and formats text as you type: [AutoCorrect Options...](#)


## When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

[C](#)ustom Dictionaries...French modes: Traditional and new spellings ▼

## When correcting spelling and grammar in Word

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

Writing Style:   ▼ [Settings...](#)[C](#)heck DocumentExceptions for:  Document1 ▼

- Hide spelling errors in this document only
- Hide grammar errors in this document only

OK

Cancel

Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



Customize how documents are saved.

## Save documents

Save files in this format: Word Document (\*.docx) ▼

 Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Documents and Settings\Opetaja\Application Data\Microsoft\Word\ Browse...

Default file location: C:\Documents and Settings\Opetaja\My Documents\ Browse...

## Offline editing options for document management server files

Save checked-out files to: ⓘ

- The server drafts location on this computer
- The web server

Server drafts location: C:\Documents and Settings\Opetaja\My Documents\SharePoint Drafts\ Browse...

Preserve fidelity when sharing this document: Document1 ▼

 Embed fonts in the file ⓘ

- Embed only the characters used in the document (best for reducing file size)
- Do not embed common system fonts

OK

Cancel



Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



## Customize the Quick Access Toolbar and keyboard shortcuts.

Choose commands from: ⓘ

Popular Commands

<Separator>

- Accept and Move to Next
- Borders and Shading...
- Draw Table
- Edit Footer
- Edit Header
- E-mail
- Font...
- Insert Hyperlink
- Insert Page and Section Breaks
- Insert Picture from File
- New
- New Comment
- Open
- Page Setup
- Paragraph
- Paste Special...
- Print Preview
- Quick Print
- Redo
- Reject and Move to Next
- Save
- Show All

Add >>

Remove

Customize Quick Access Toolbar: ⓘ

For all documents (default)

- Save
- Undo
- Redo
- Print Preview
- Quick Print
- Save As

Reset

Modify...

Show Quick Access Toolbar below the Ribbon

Keyboard shortcuts: [Customize...](#)

OK

Cancel



Окно Настройка панели быстрого доступа и сочетаний клавиш имеет две основные области.

- В левой размещены команды, доступные в Word, а в правой – команды, добавленные на панель быстрого доступа.
- Для того чтобы добавить команду на панель, выберите ее в области слева и нажмите кнопку Добавить – Add .
- Чтобы удалить команду с панели быстрого доступа, выберите ее в области справа и нажмите кнопку Удалить - Remove.

Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



View and manage Microsoft Office add-ins.

## Add-ins

Name	Location	Type
<b>Active Application Add-ins</b>		
Fun Tools	C:\Program Files\MyWebSearch\bar\3.bin\M3OUTLCN.DLL	COM Add-in
Person Name (Outlook e-mail recipients)	C:\Common Files\Microsoft Shared\Smart Tag\FNAME.DLL	Smart Tag
Send to Bluetooth	C:\WINDOWS\system32\btsendto_office.dll	COM Add-in
<b>Inactive Application Add-ins</b>		
Custom XML Data	C:\Program Files\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Financial Symbol (Smart tag lists)	C:\Common Files\Microsoft Shared\Smart Tag\MOFL.DLL	Smart Tag
Headers, Footers, and Watermarks	C:\Program Files\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Hidden Text	C:\Program Files\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Measurement Converter (Measurement Converter)	C:\Common Files\Microsoft Shared\Smart Tag\METCONV.DLL	Smart Tag
Time (Smart tag lists)	C:\Common Files\Microsoft Shared\Smart Tag\MOFL.DLL	Smart Tag
<b>Document Related Add-ins</b>		
<i>No Document Related Add-ins</i>		
<b>Disabled Application Add-ins</b>		
<i>No Disabled Application Add-ins</i>		

Add-in: Fun Tools

Publisher: &lt;None&gt;

Location: C:\Program Files\MyWebSearch\bar\3.bin\M3OUTLCN.DLL

Description: My Web Search Outlook Container

Manage: COM Add-ins



Go...

OK

Cancel

Popular

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources



Help keep your documents safe and your computer secure and healthy.

### Protecting your privacy

Microsoft cares about your privacy. For more information about how Microsoft Office Word helps to protect your privacy, please see the [privacy statements](#).

[Show the Microsoft Office Word privacy statement](#)

[Microsoft Office Online privacy statement](#)

[Customer Experience Improvement Program](#)

### Security & more

Learn more about protecting your privacy and security from Microsoft Office Online.

[Microsoft Windows Security Center](#)

[Microsoft Trustworthy Computing](#)

### Microsoft Office Word Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

[Trust Center Settings...](#)

OK

Cancel

- Popular
- Display
- Proofing
- Save
- Advanced
- Customize
- Add-Ins
- Trust Center

## Resources



Contact Microsoft, find online resources, and maintain health and reliability of your Microsoft Office programs.

### get updates

[Check for Updates](#)

Get the latest updates available for Microsoft Office.

### run Microsoft Office Diagnostics

[Diagnose](#)

Diagnose and repair problems with your Microsoft Office programs.

### contact us

[Contact Us](#)

Let us know if you need help, or how we can make Microsoft Office better.

### activate Microsoft Office

[Activate](#)

Activation is required to continue using all the features in this product.

### go to Microsoft Office Online

[Go Online](#)

Get free product updates, help, and online services at Microsoft Office Online.

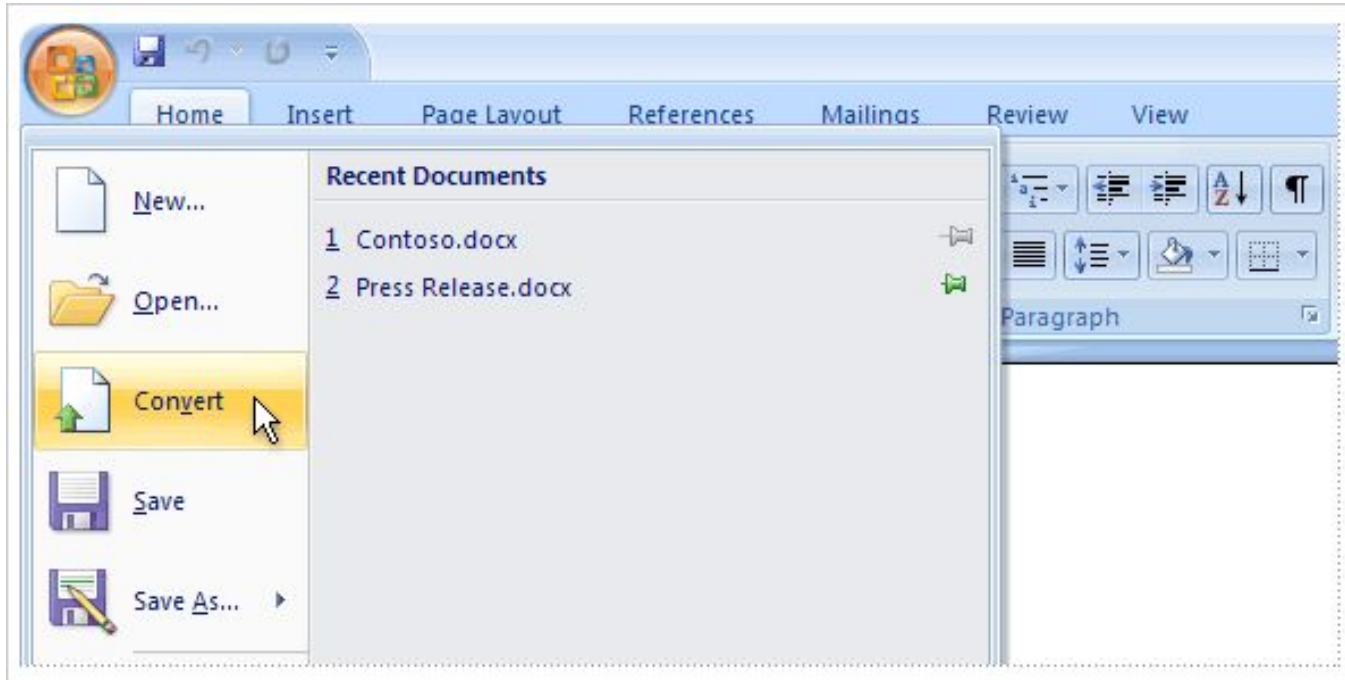
### about Microsoft Office Word 2007

[About](#)

Microsoft® Office Word 2007 (12.0.6504.5000) SP2 MSO (12.0.6521.5000)

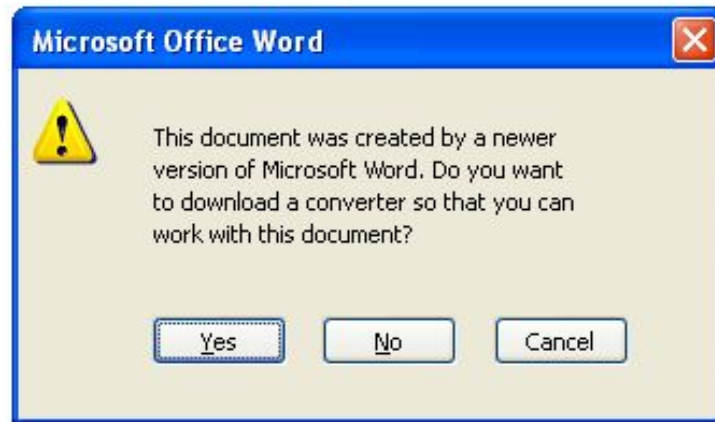
[OK](#)[Cancel](#)

# Vanade failide teisendamine



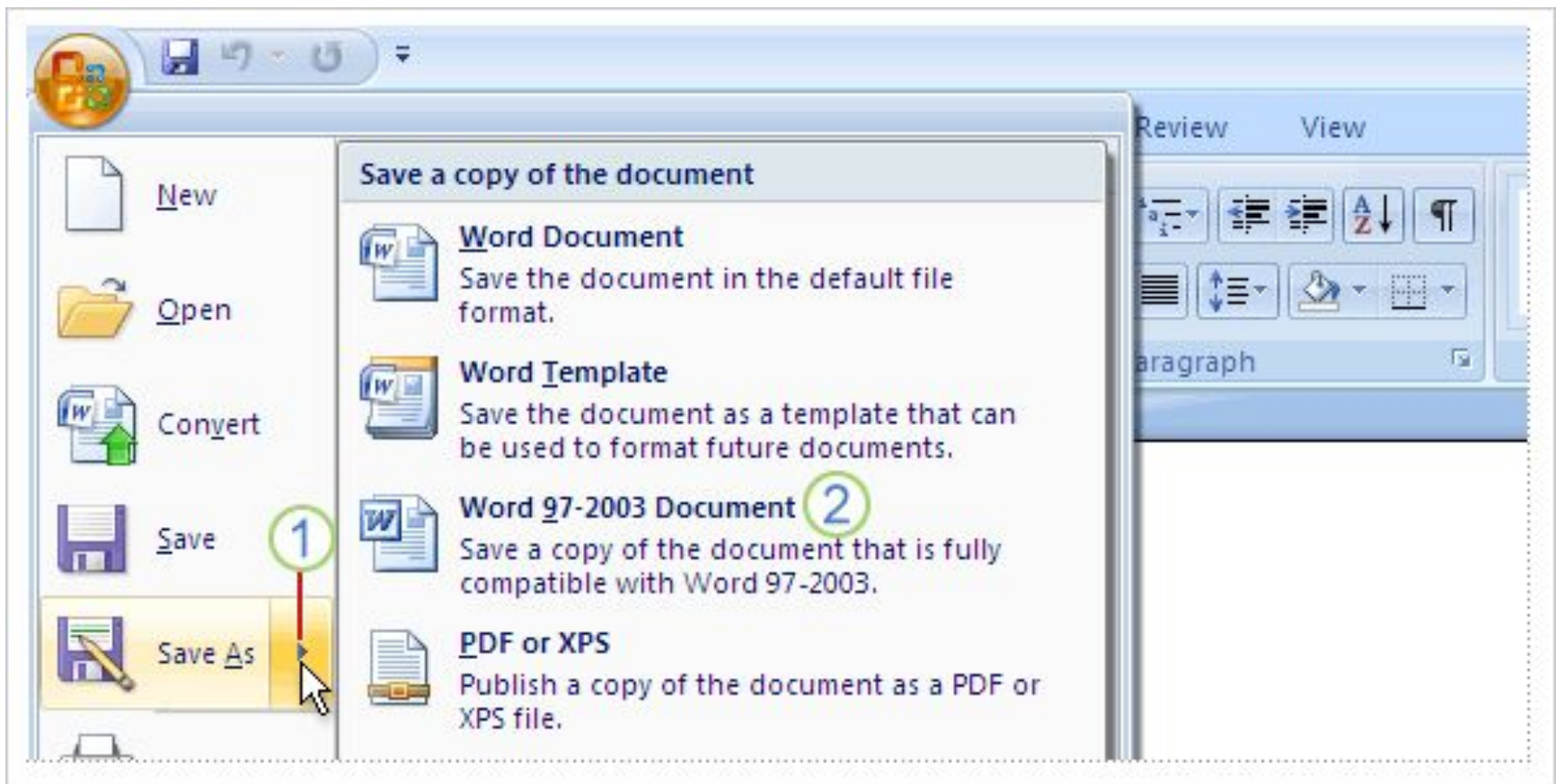
Selleks tuleb dokument avada versioonis Word 2007 ja klõpsata **Microsoft Office'i nuppu**. Seejärel klõpsake menüü käsku **Teisenda**.

# Dokumentide kasutamine erinevate versioonide vahel muunduri abil.



Kui keegi püüab avada Word 2000 dokumenti, kuvatakse see teade.




# Kuidas salvestada Wordi uues versiooni loodud dokumenti vanemas failivormingus?





# Convert

## Преобразование документа в формат Office Word 2007

1. Нажмите кнопку Office  и выберите команду **Преобразовать**.
2. Нажмите кнопку **ОК** и выполните одно из следующих действий:
  - Чтобы заменить исходный файл файлом в формате Word 2007, нажмите кнопку , а затем — **Сохранить**.
  - Чтобы сохранить исходный документ в исходном формате и создать другой документ в формате Office 2007, нажмите кнопку , выберите пункт **Сохранить как** и введите новое имя файла.

- <http://shrt.st/nhe>
- <http://www.iqcomp.ru/learn>
- <http://www.taurion.ru/word>