Учебные курсы по Microsoft Office Word 2007

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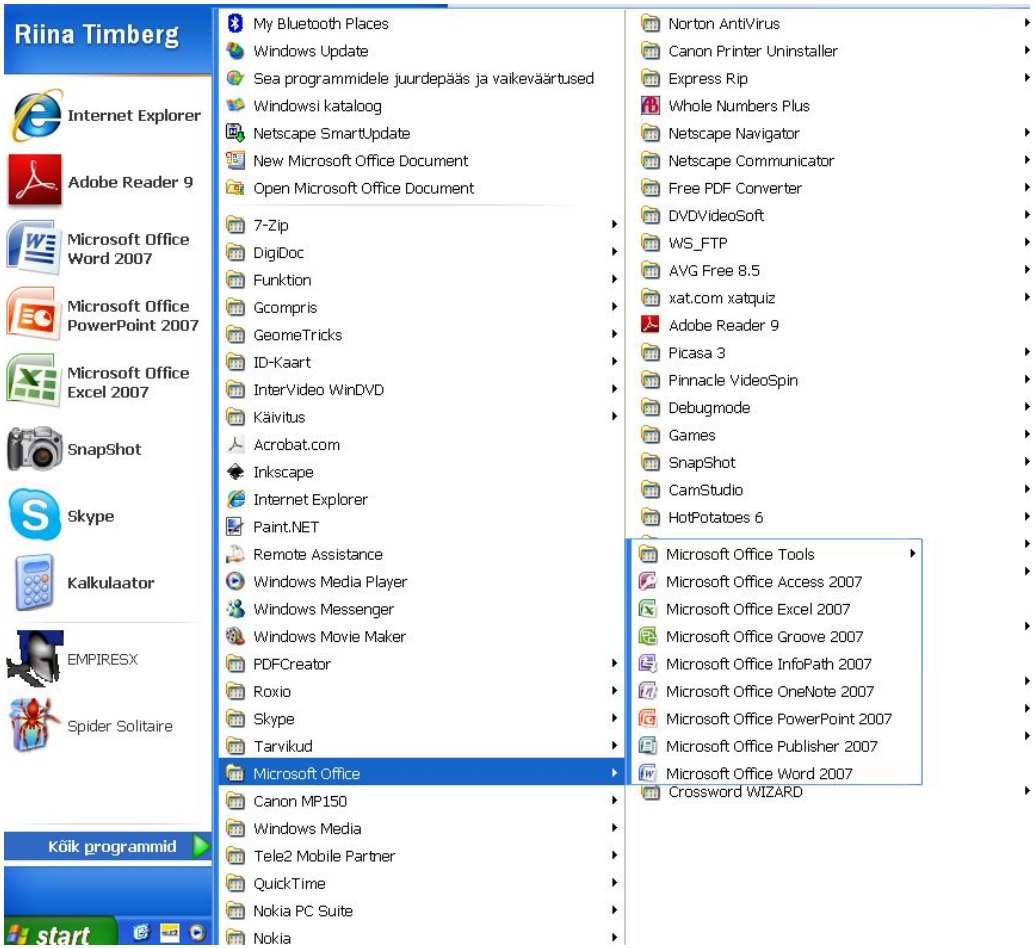
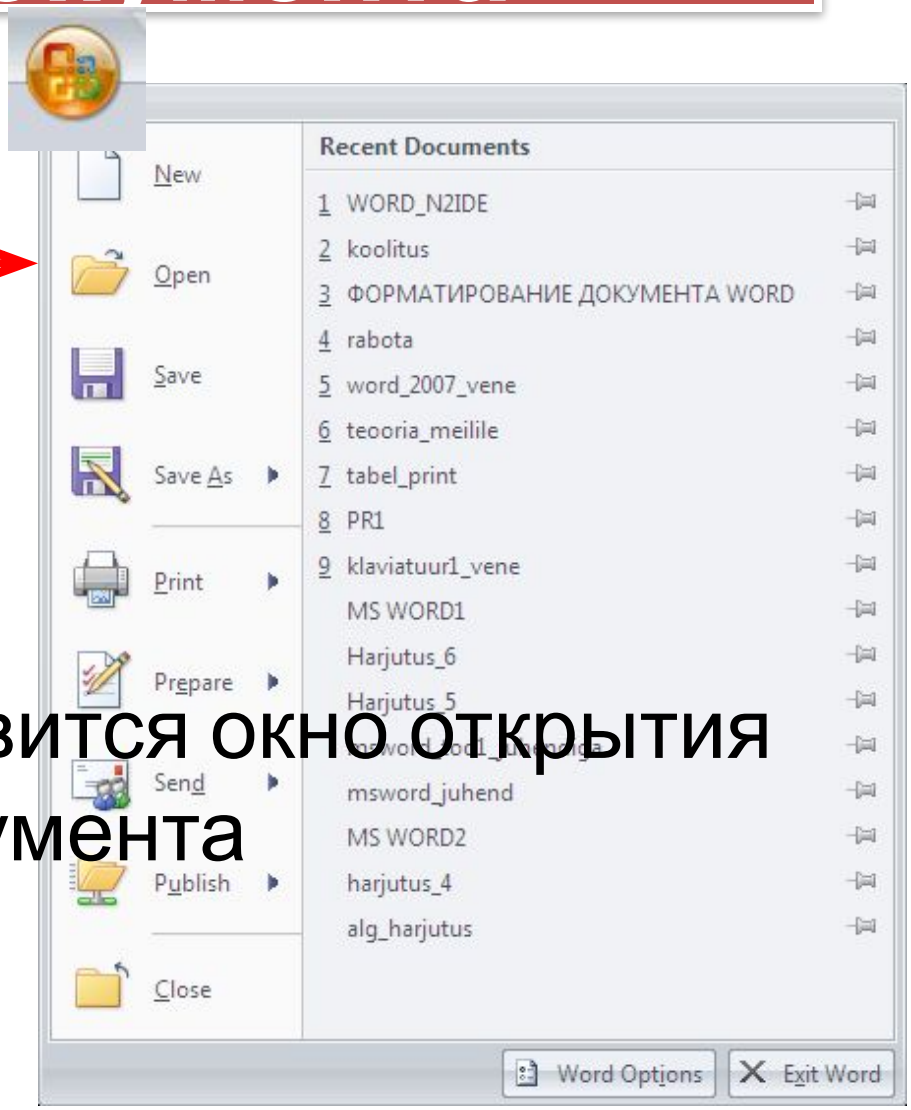
Создание документа

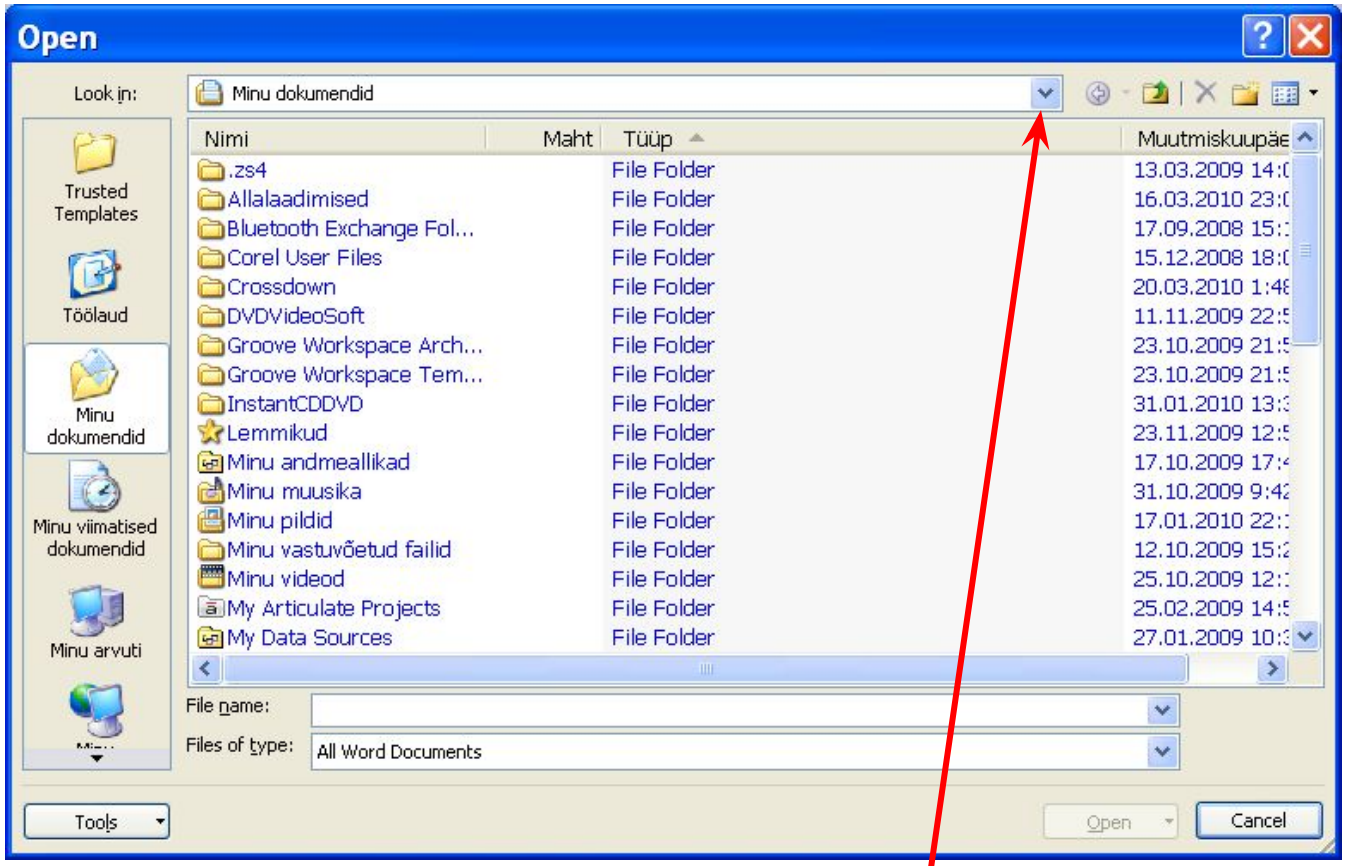
- START
- ALL PROGRAMS
- MICROSOFT OFFICE
- MICROSOFT OFFICE WORD



Открытие документа



появится окно открытия документа



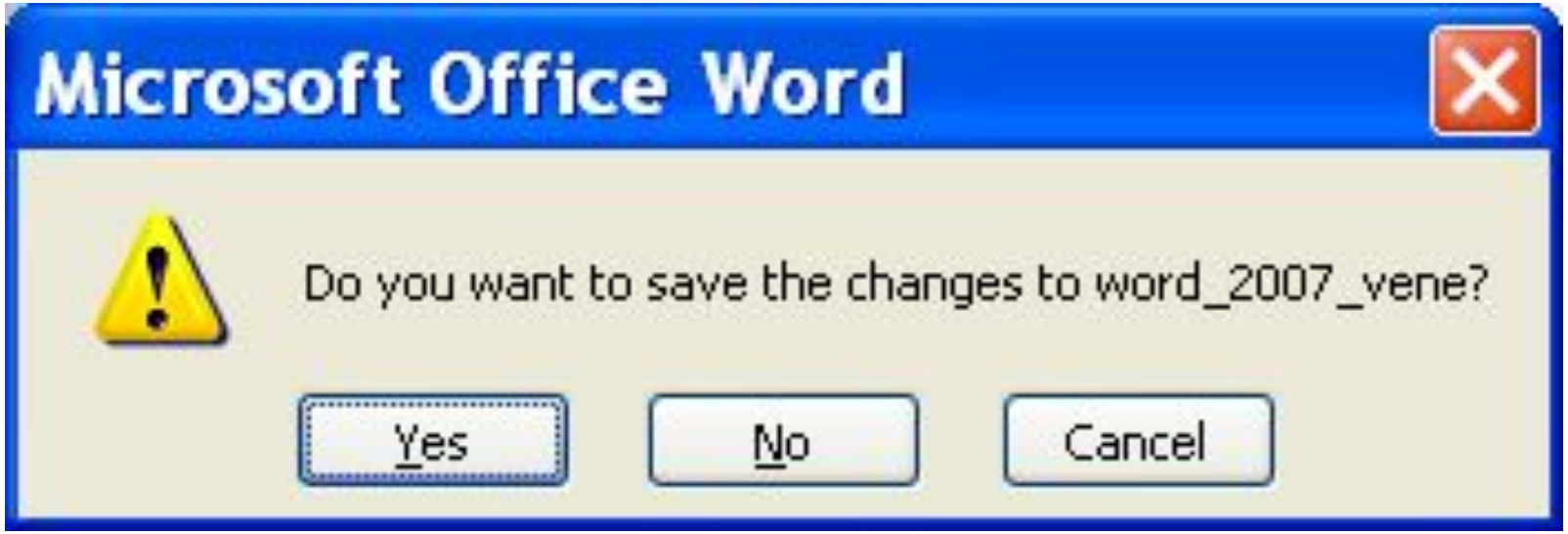
Чтобы открыть файл при помощи данного окна, сделайте следующее.

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.
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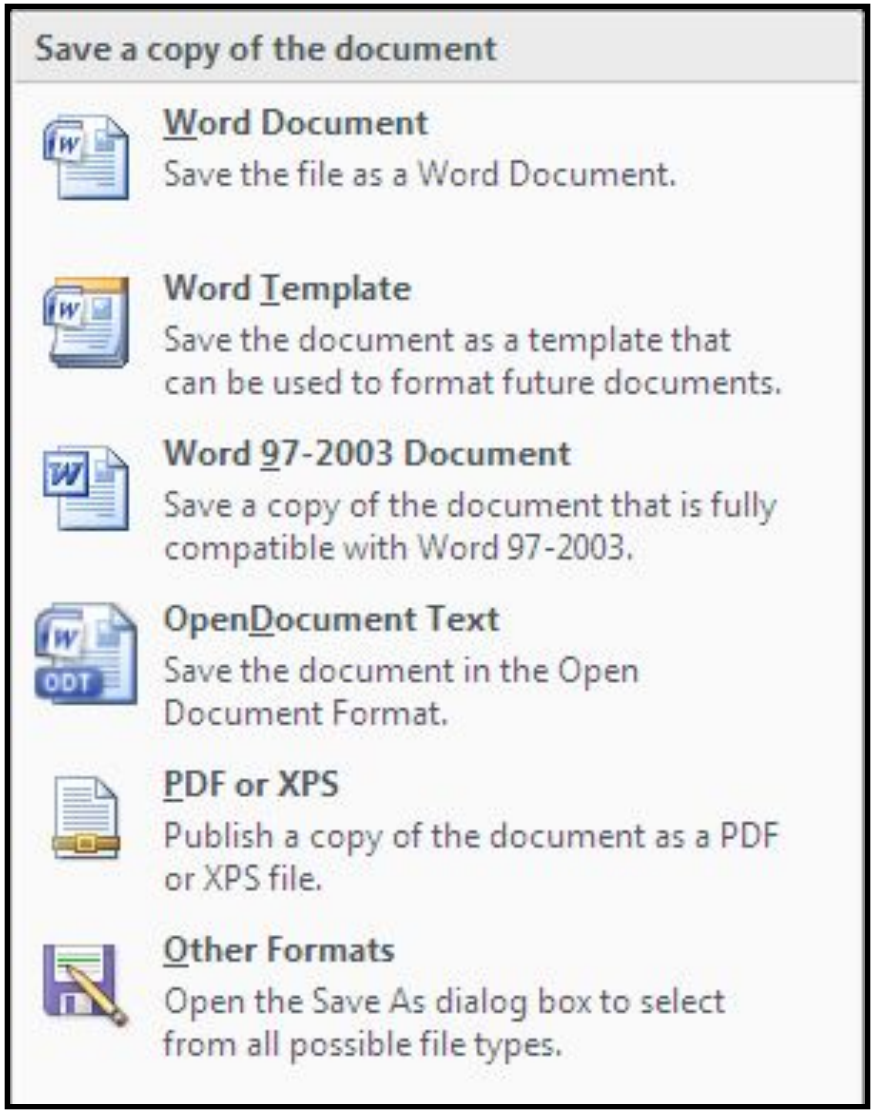
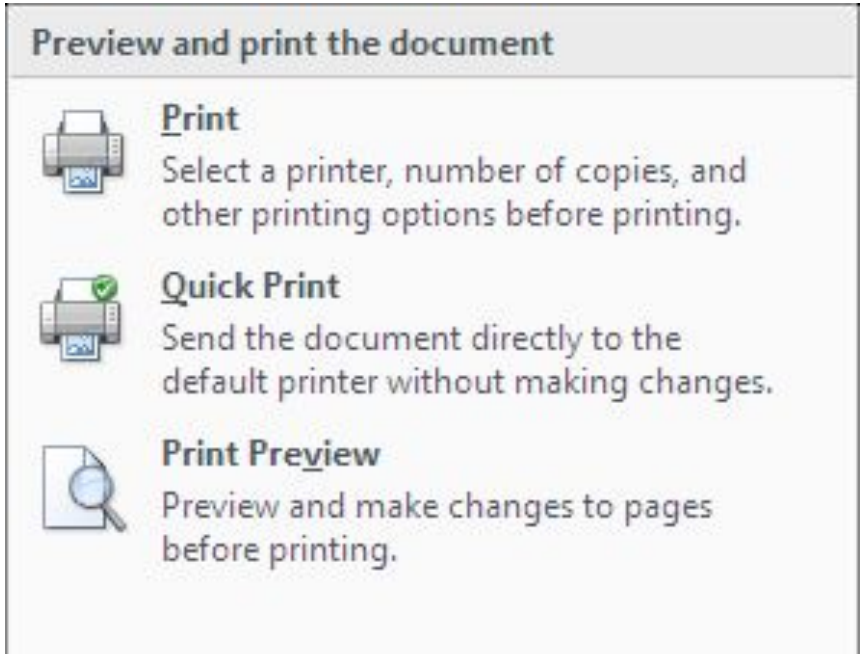
6.



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

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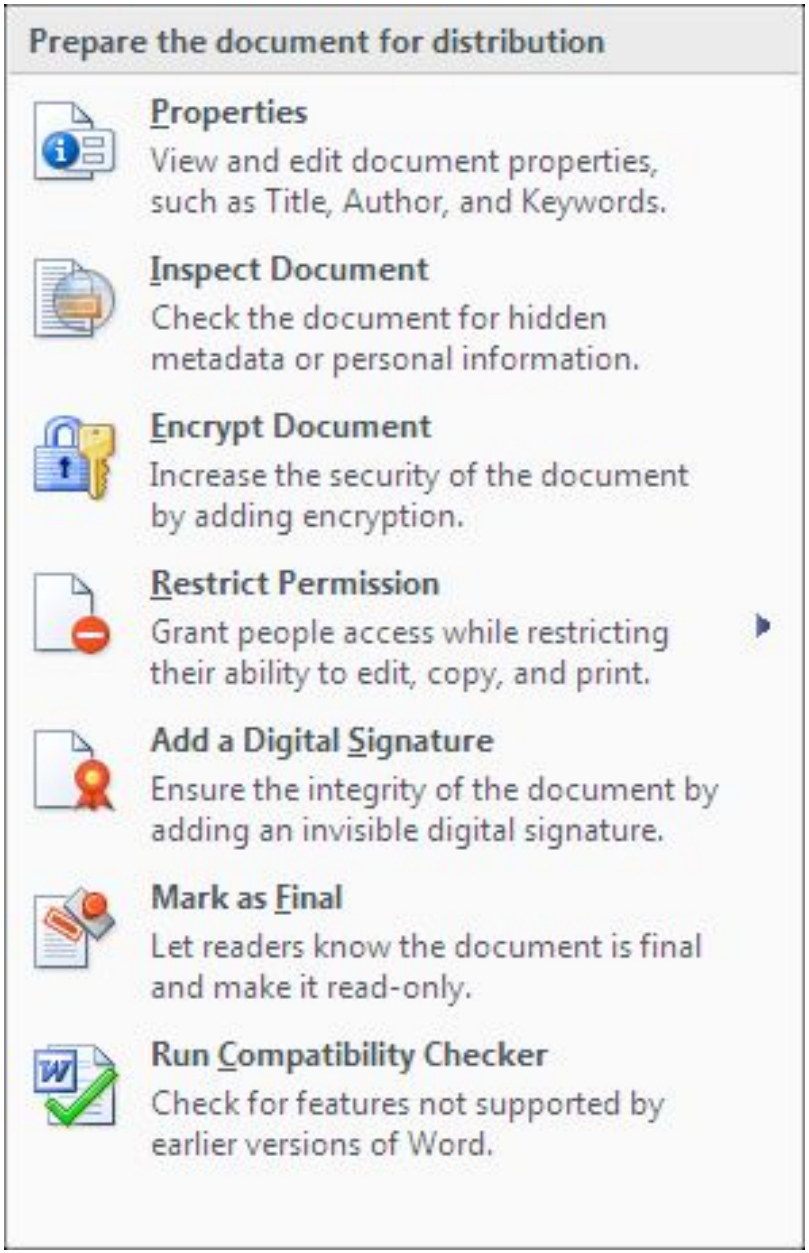

Send

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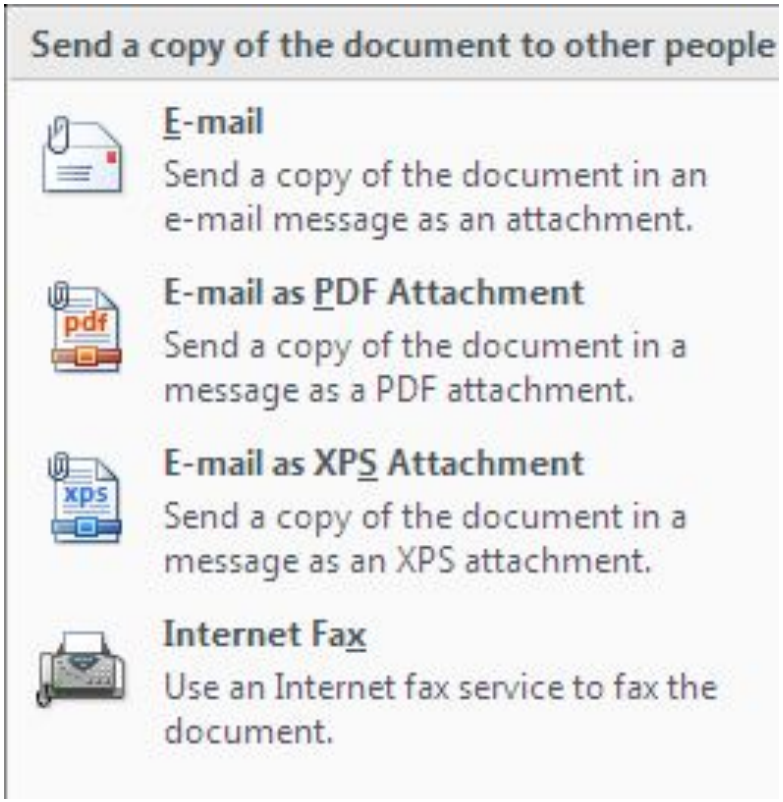
Send a copy of the document to other people
E-mail
Send a copy of the document in an e-mail message as an attachment.
E-mail as PDF Attachment
Send a copy of the document in a message as a PDF attachment.
E-mail as XPS Attachment
Send a copy of the document in a message as an XPS attachment.
Internet Fax
Use an Internet fax service to fax the document.

Publish

1.
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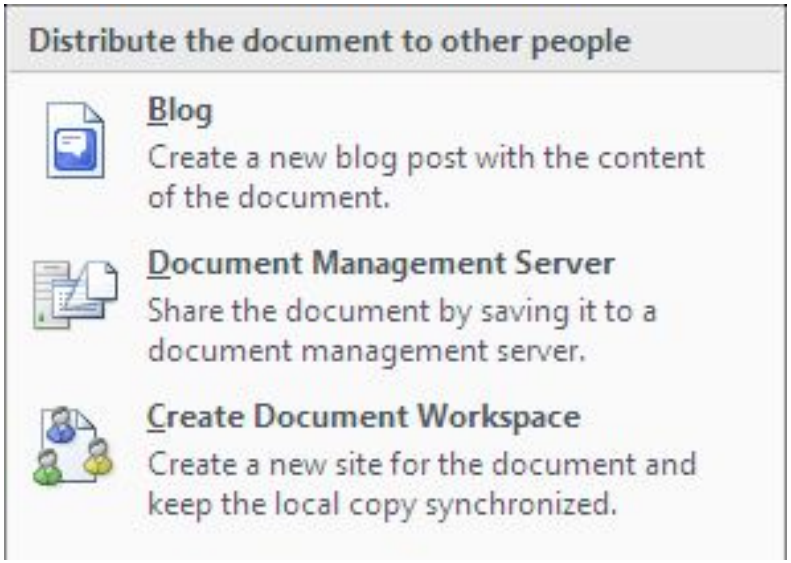
3.


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.
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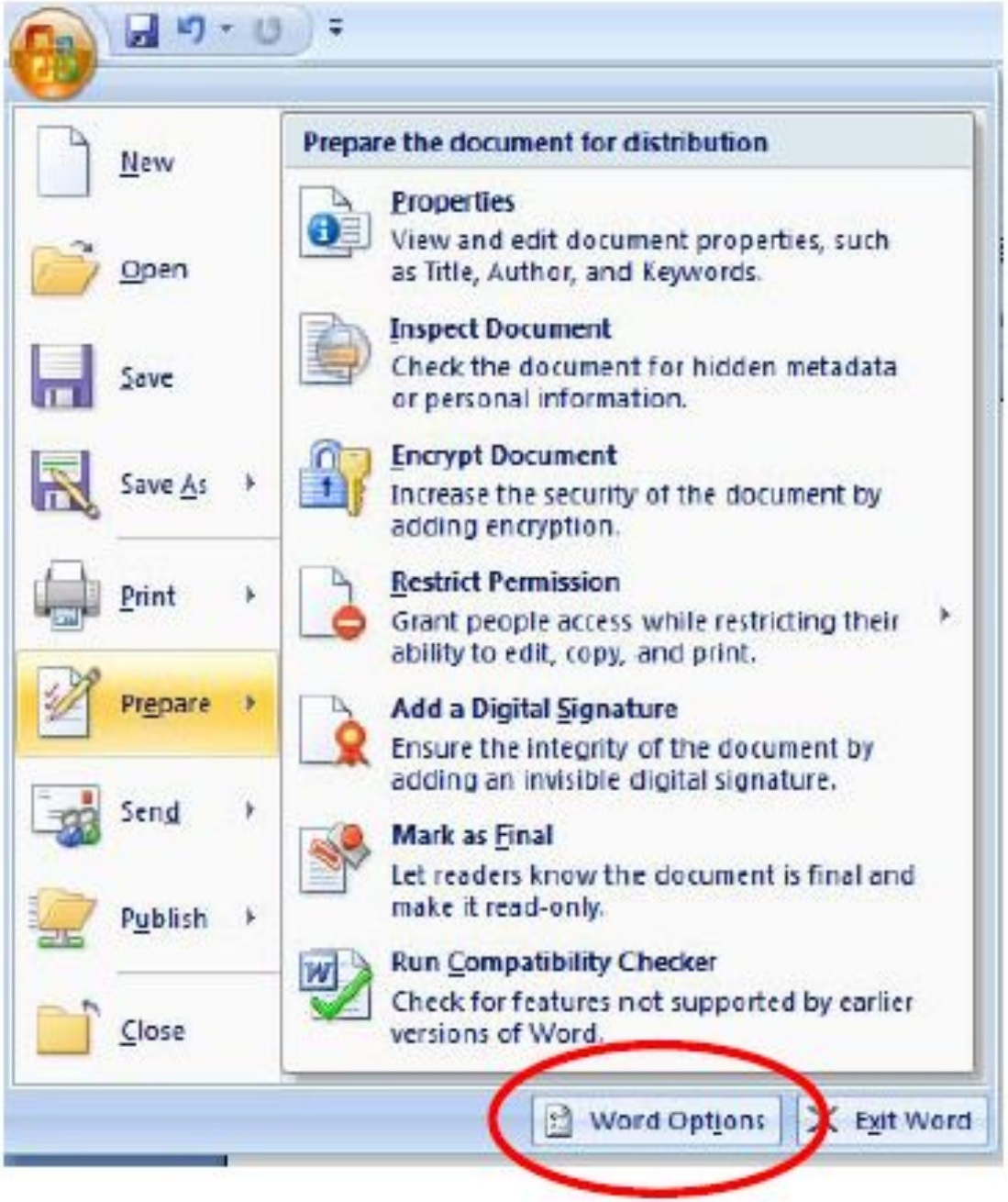
9.


New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
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.
Word Options
Exit Word

Word Options

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

Change the most popular options in Word.

Top options for working with Word

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

Color scheme: Silver

ScreenTip style: Show feature descriptions in ScreenTips

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

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

Page display options

- [x] Show white space between pages in Print Layout view
- [x] Show highlighter marks
- [x] 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

- [x] 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

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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

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

Custom Dictionaries...

French modes: Traditional and new spellings

When correcting spelling and grammar in Word

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

Writing Style: Settings...

Check Document

Exceptions for: Document1

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

OK Cancel

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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

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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.

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View and manage Microsoft Office add-ins.

Add-ins

Name	Location	Type
Active Application Add-ins		
Fun Tools	C:\Program Files\MyWebSearch\bar\3.bin\M3OUTLCN.DLL	COM Add-in
Person Name (Outlook e-mail recipients)	C:\...mmon Files\Microsoft Shared\Smart Tag\FNAME.DLL	Smart Tag
Send to Bluetooth	C:\WINDOWS\system32\btsendto_office.dll	COM Add-in
Inactive Application Add-ins		
Custom XML Data	C:\Program Files\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Financial Symbol (Smart tag lists)	C:\...ommon 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:\...on Files\Microsoft Shared\Smart Tag\METCONV.DLL	Smart Tag
Time (Smart tag lists)	C:\...ommon Files\Microsoft Shared\Smart Tag\MOFL.DLL	Smart Tag
Document Related Add-ins		
No Document Related Add-ins		
Disabled Application Add-ins		
No Disabled Application Add-ins		

Add-in: Fun Tools
Publisher: <None>
Location: C:\Program Files\MyWebSearch\bar\3.bin\M3OUTLCN.DLL

Description: My Web Search Outlook Container

Manage: COM Add-ins [Go...]

OK Cancel

Word Options

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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

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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

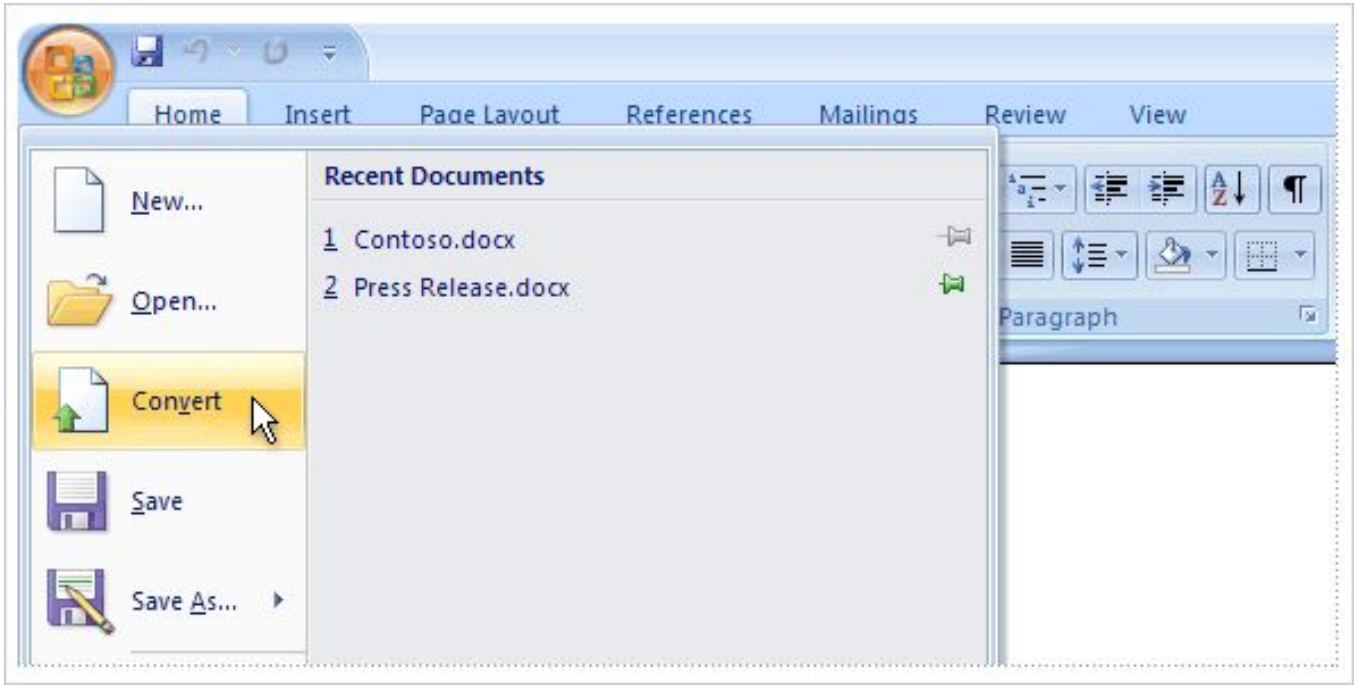
Get free product updates, help, and online services at Microsoft Office Online.

about Microsoft Office Word 2007 — About

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

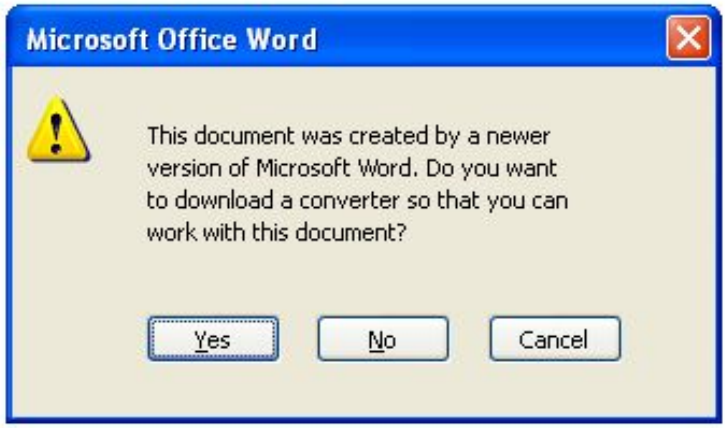
OK Cancel

Vanade failide teisendamine



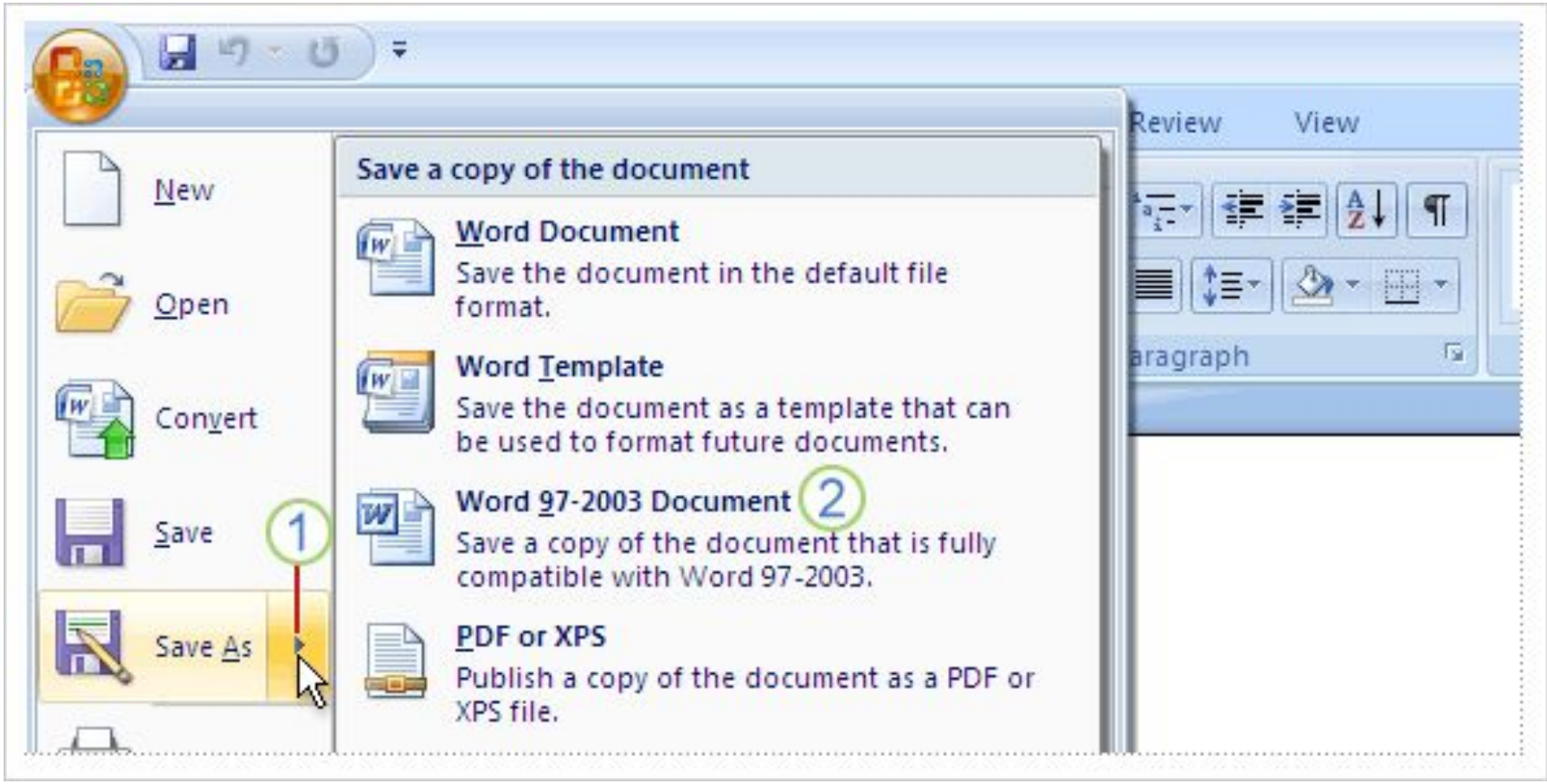
Selleks tuleb dokument avada versioonis Word 2007 ja klõpsata **Microsoft Office'i nuppu**. Seejärel klõpsake menüü käsku **Teisenda**.

Dokumentide kasutamine erinevate versioonide vahel muunduri abil.



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

Kuidas salvestada Wordi uues versioonis loodud dokumenti vanemas failivormingus?



Convert

Преобразование документа в формат Office Word 2007

1. Нажмите кнопку Office и выберите команду **Преобразовать**.
2. Нажмите кнопку **OK** 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