

ITC 401

Microsoft Office: Word 2007 Lab Manual

Lab # 1A: Introduction Questions

1. List the 6 applications which are found within the MS Office 2007 suite. (p. 1)
2. What is the main advantage of using a software suite?
3. Word 2007 uses the .docx file extension. What is its main advantage? (p. 2)
4. Word 2003 can't open .docx files. How can you get around that problem?
5. What is a .pdf file?
6. Rich text format (.rtf) is recognized by many word processors. What is its main negative point?
7. Name another software suite that can be downloaded for free and used to open Office 2007 files.
8. What is the updated rule for spacing between all types of punctuation marks? (p. 3)

Class Work: View one of the ten vignettes (short videos) of computer science / information system careers which can be found in Mr. MacClure's ITC links or on the ITC class CD.

List its title here:

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Lab #1B: The Word 2007 Interface

1. List the 7 tabs which are found on the ribbon menu. (p. 5)
(Click on each one of the tabs to view the many groups of command buttons there.)
2. What do the Dialog Box Launchers (little arrows) do when you click on them?
(Click on each of them to view the many options within).
3. What are the 9 options found in the Office Button at the top left of the screen?
4. What 3 pieces of information are found on the Status Bar at the bottom left of the screen?
5. Where are most contextual tabs found? (p. 6)
6. What is found in the Title Bar?
7. What is the Quick Access Toolbar used for? (p. 7)
8. How do you access online help in Word 2007?

Class Work: Use the Quick Access Toolbar “More Commands” option to add a few more shortcut icons. Include some <Separator> lines too.

Which shortcuts did you add?