WANNA BE A WORD 2007 NINJA?

A selection of handy tutorials to help you improve your MS Word 2007 skills

By Sharon Sheppard, OutofhoursAdmin

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INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself… originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.
And that's when OutofhoursAdmin was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my blog.

This ebook is a compilation of all my tutorials from my blog for Microsoft Word 2007 put together in a handy guide which I hope you will find useful.

And, don't forget if you want an extra pair of hands to help with any of your administration, get in touch by emailing me at sharon@outofhoursadmin.ie or you can connect with me on Facebook, LinkedIn or subscribe to my YouTube channel.

Thanks,

Sharon

How To Start (& Maintain) A Productive Day

I'm not a morning person! I admit that I struggle for the first couple of hours of the day but being a Virtual Assistant means I'm lucky enough to work from home and schedule work in to fit around my peak times. We're all different and our productivity levels peak at different times during the day (& night) yet the majority of us end up working against our body clock, struggling to be productive at the wrong time.

If your working day isn't flexible enough and you have to work during "off peak" times, how can you maintain the same level of productivity that you have during your peak time? Listed below are a few tips to get you started:-

- **SLEEP** First things first, make sure you get adequate sleep, again everyone is different – some people can manage on only 5 hours, others prefer 7-8. I know if I have less than 7 then I'm like a tetchy two year old. However many hours you know you need to wake up feeling refreshed, make sure you get that amount!

- **DRINK** Wipe the smile off your face I'm not talking about alcoholic drink! I'm talking about water! Drink plenty of water throughout the day & keep yourself hydrated.

- **EAT** Try to eat little and often to keep your energy levels up – it's no good not having breakfast then having a huge lunch to make up for it. How many times have you gone out for lunch, eaten more than usual then just want to curl up & sleep? Little and often is the key!

- **BREAK** Taking regular breaks will help you to re-focus. Try taking a 10 minute break every hour – it may sound like you'll get nothing done as all you're doing is having breaks, but you'll be surprised at how productive you'll be.

- **EXERCISE** I admit this is one area that I struggle with – I'm nice and warm in my office and the thought of going for a walk or doing any form of exercise fills me with discontent! However, going for a brisk walk during the day will refresh you and you'll be more focused when you return. I've now started going for a 20 minute walk in the morning before I start my work and it's amazing how much more energised I feel afterwards (especially as I'm not a morning person!)

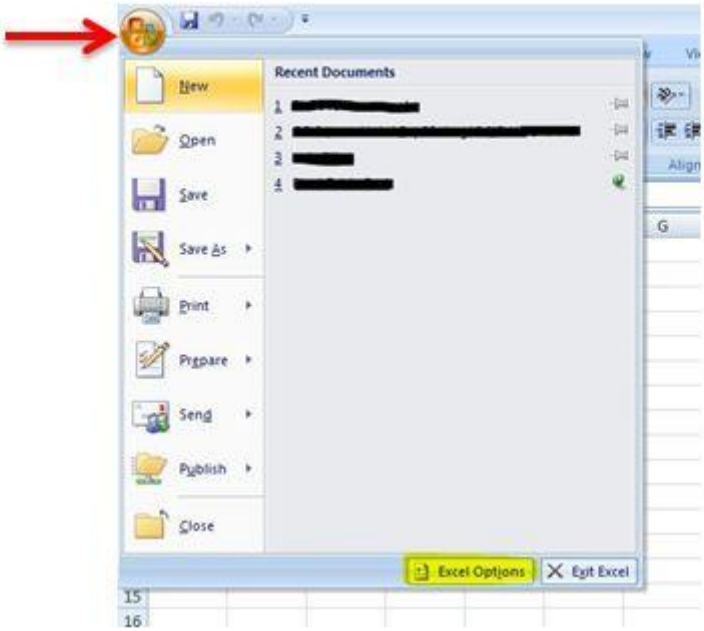
Microsoft® Office

WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel or Word by clients, which is fine (that's what I'm here for). My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it…

The following screen shots are all from using Excel, however the same would also apply if you were in Word.

Click on the **Microsoft Office button** in the top left corner of the screen, then click **Options**, go to **Resources**…



Alternatively, you can click the **start** button on your desktop & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.

How To Set Your Default Language

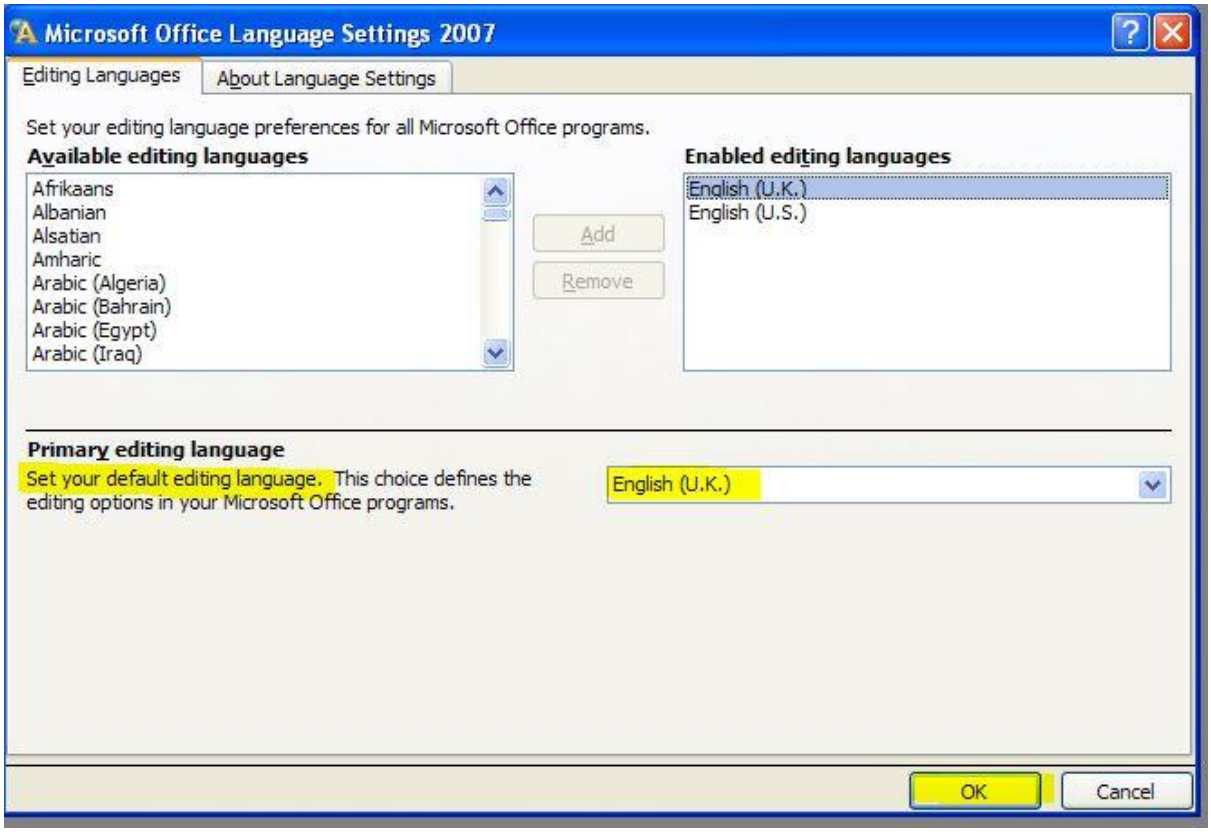
I used to find it quite frustrating that my spellchecker would underline words which I knew were spelt correctly, it's because my language settings were automatically defaulted to US English, so I changed it.

You can of course change the settings in each application of MS Office individually; this tutorial will show you how to do the whole lot in one go.

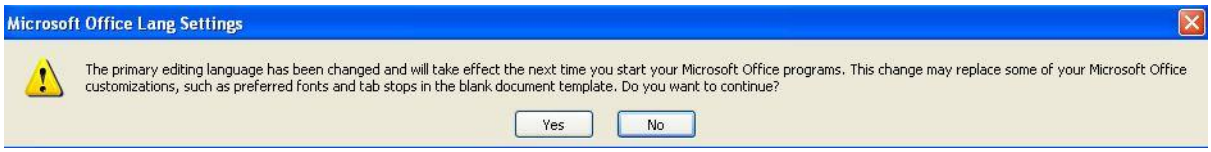
Click on the **Start** button, select **All Programs**…

Then choose **Microsoft Office**, **Microsoft Office Tools**, and click on **Microsoft Office 2007 Language Settings**…

On the right side will be a list of enabled editing languages, the language you want needs to be in this list, if it isn't you can add it from the languages available list on the left hand side. This is where you can set your default language – in my case I want it to be English (UK). Select your language as the primary editing language and click OK…



You should then see this message which is basically warning you that you are changing the primary language…

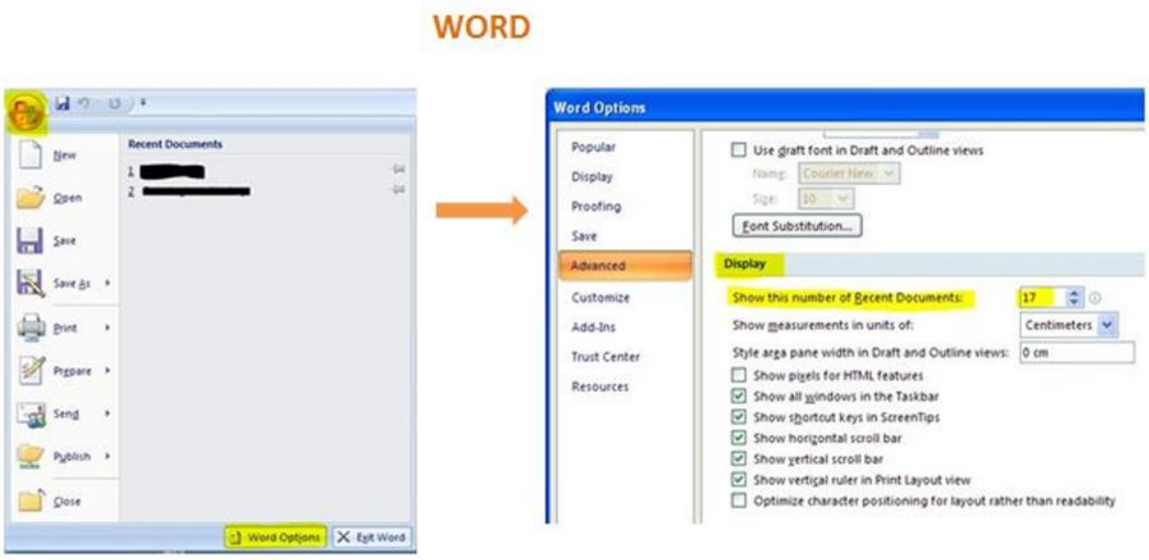


…and that's it! All of your Microsoft Office programs will now be defaulted to your primary language.

How To Customise Your Recent Files List

It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

Click on the **Microsoft Office Button**, select **Word Options**, click on **Advanced** from the menu on the left, scroll down to the **Display** section, change the number of the **Recent Documents** and click **OK**…



Quick Keyboard Tips

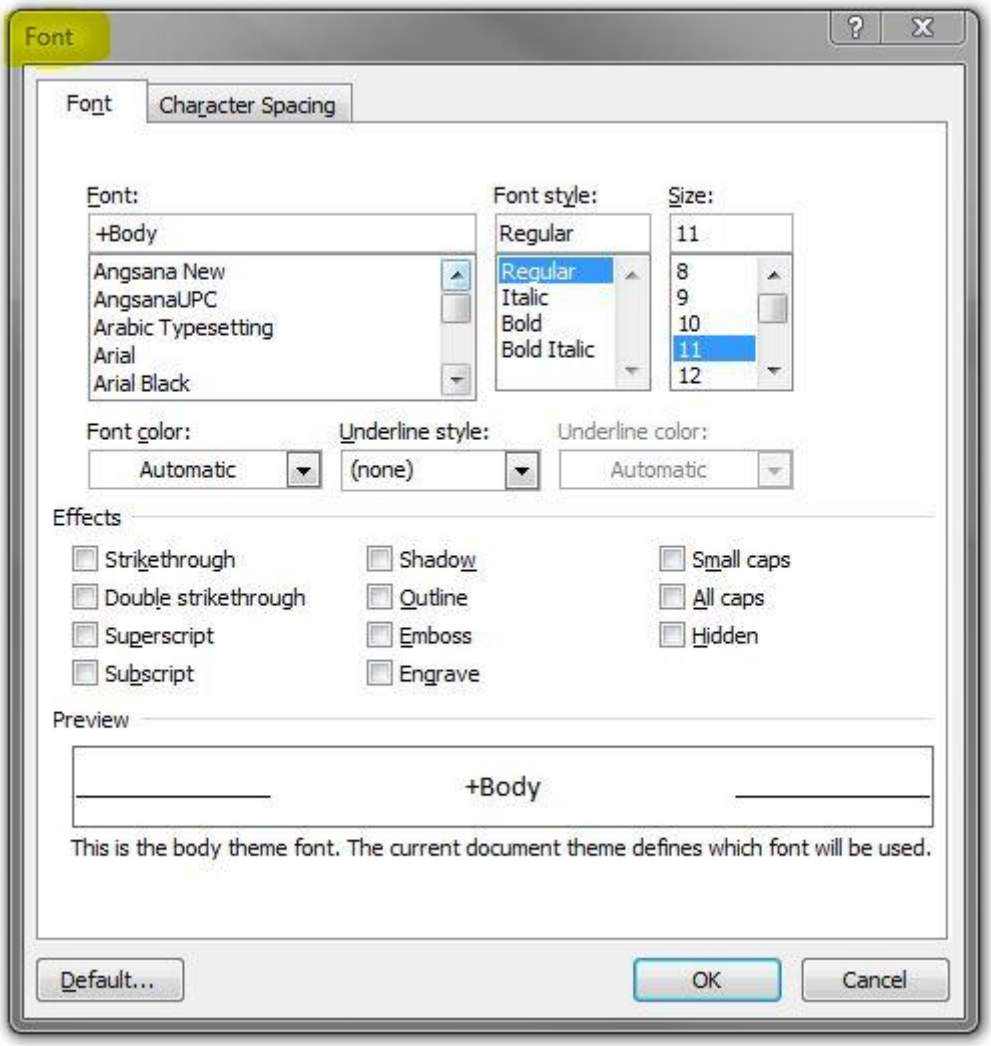
Below is a list of keyboard shortcuts for Word, most of which I would use on a regular basis. The majority of them you probably already know of however there are a couple of shortcuts used for formatting which may be useful to know.

Ctrl + A Selects the whole document

Ctrl + B Makes the selected text **bold**

Ctrl + C Copies the selected text

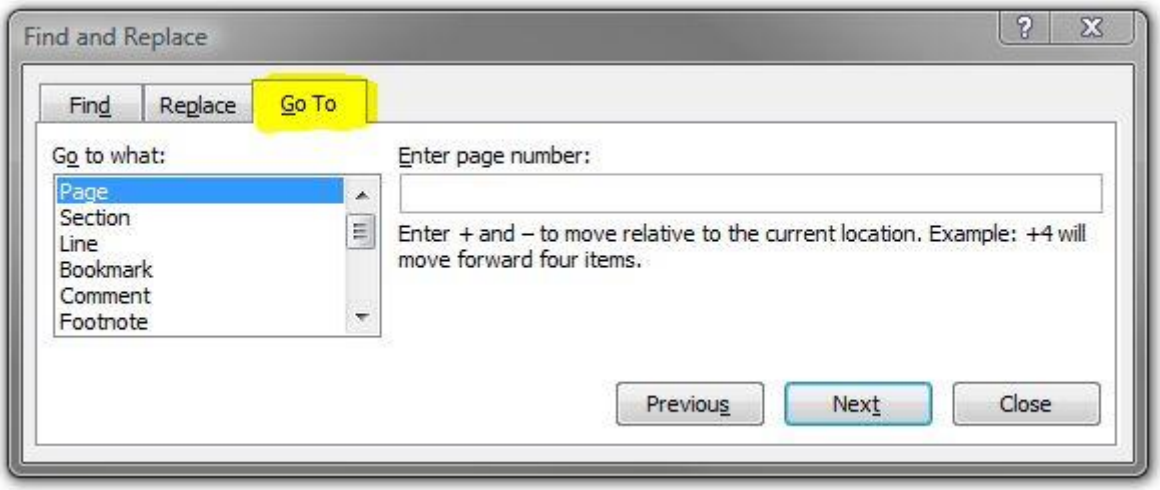
Ctrl + D Displays the Font dialog box



Ctrl + E Toggles the paragraph between centred and left aligned

Ctrl + F Displays the Find dialog box

Ctrl + G Displays the Go To dialog Box



Ctrl + H	Displays the Replace dialog box
Ctrl + I	*Makes the selected text italic*
Ctrl + J	Toggles the paragraph between justified and left aligned
Ctrl + K	Displays the insert a Hyperlink dialog box
Ctrl + L	Left aligns a paragraph
Ctrl + M	Indents a paragraph from the left
Ctrl + N	Creates a new default document
Ctrl + O	Displays the Open dialog box
Ctrl + P	Displays the Print dialog box
Ctrl + Q	Removes paragraph formatting
Ctrl + R	Right aligns a paragraph
Ctrl + S	Saves the active document
Ctrl + T	Creates a hanging indent
Ctrl + U	<u>Underlines the selected text</u>
Ctrl + V	Pastes copied or cut text into the document
Ctrl + W	Closes the active document
Ctrl + X	Cuts the selected text
Ctrl + Y	Repeats the last repeatable action
Ctrl + Z	Undoes the last action

All of these shortcuts can be viewed by hovering over the relevant icon in the task ribbon.

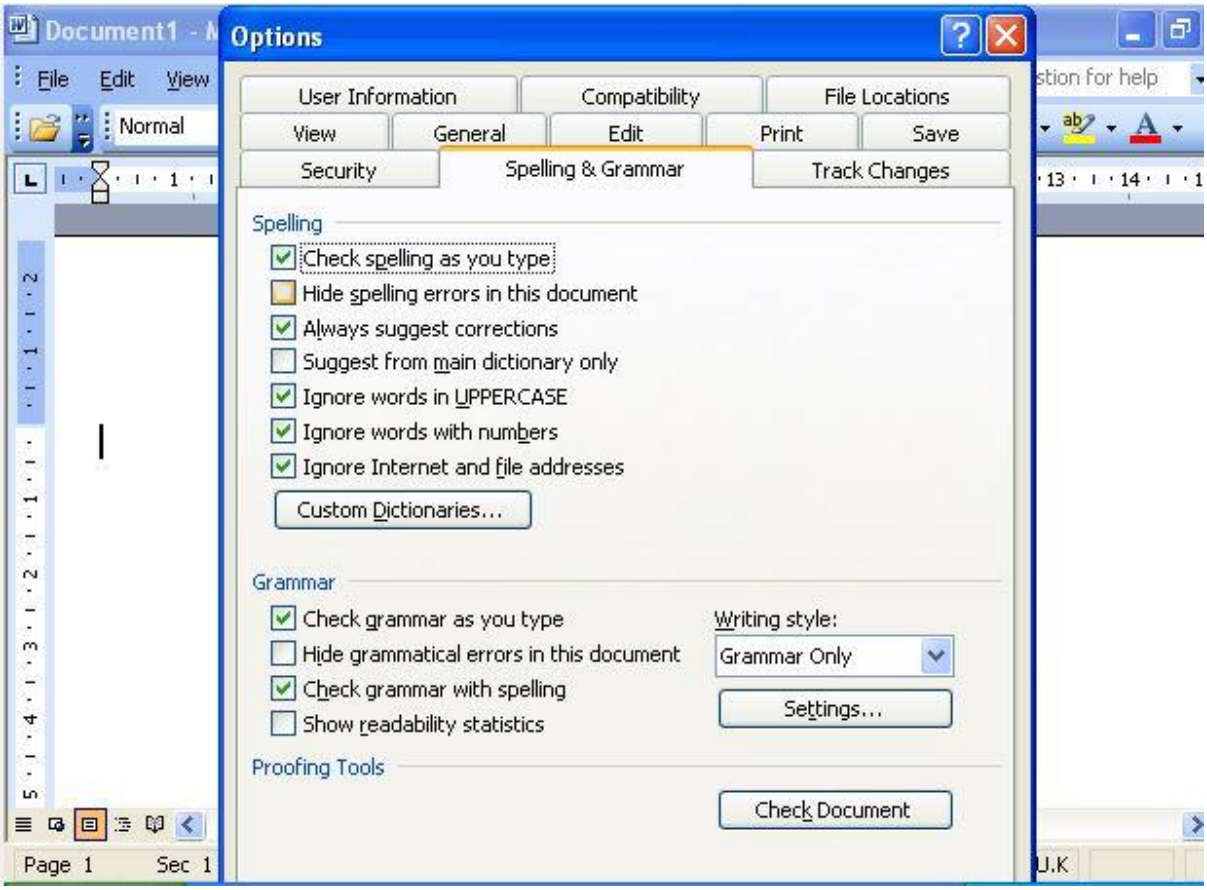
So there you have the most basic shortcuts for formatting Word.

Happy typing!

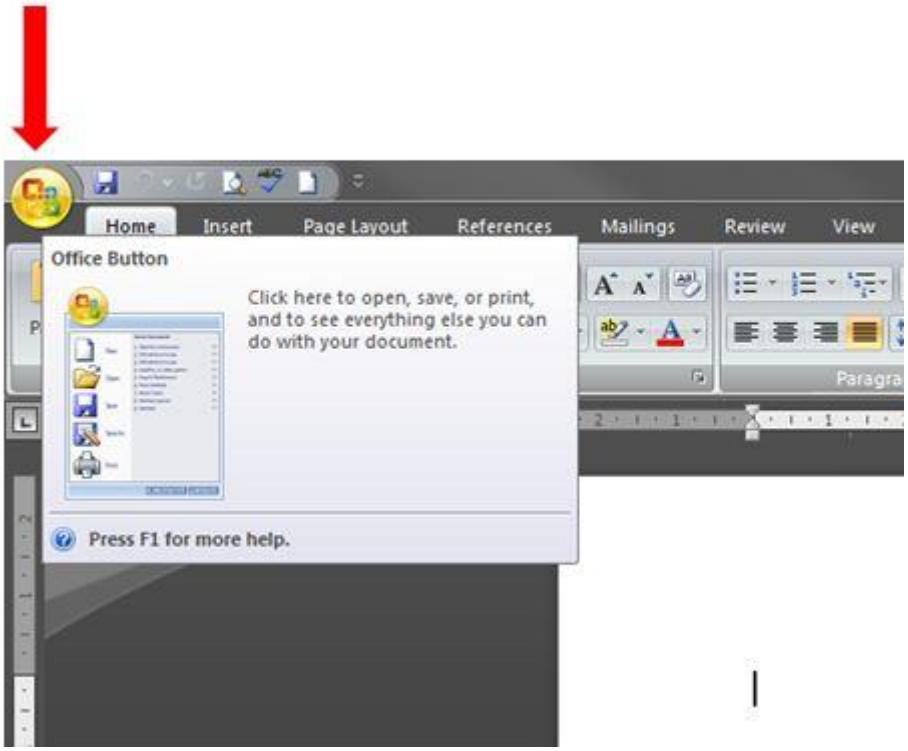
How To Customise Proofing Options

As a virtual assistant one of the things I get to do a lot of is type… whether it's reports, pages of a book, presentations, you name it I type it!

I've never been a huge fan of Word – I'm more of a spreadsheet kind of girl, but I have to admit that Word 2007 has changed me! Gone are the endless drop-down menus from the 2003 version that you had to trawl through to find things…

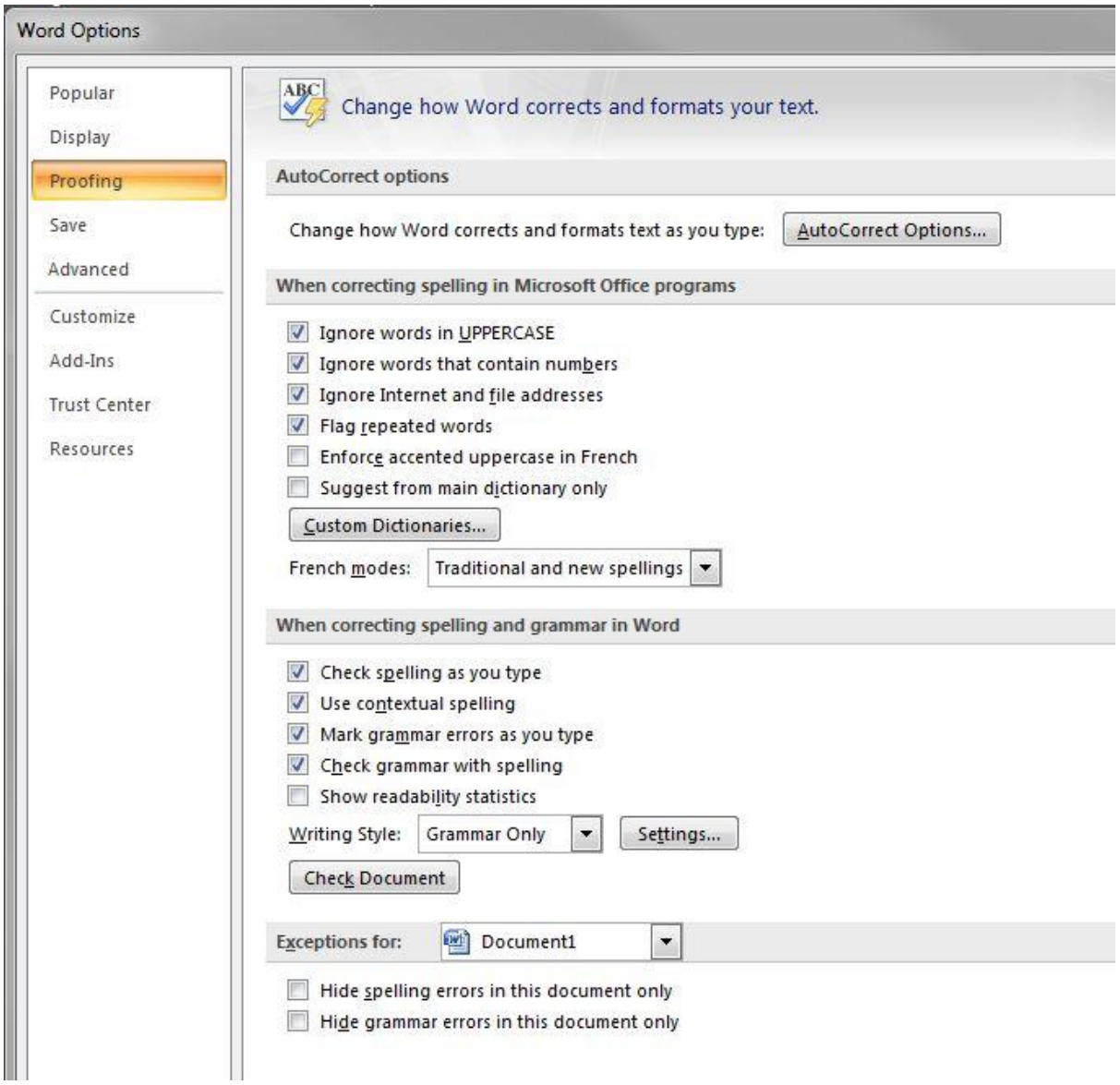


Instead, Microsoft has its own button where you can customise everything to your hearts content. This button is located in the top left corner of the screen and is visible the whole time an application is open.

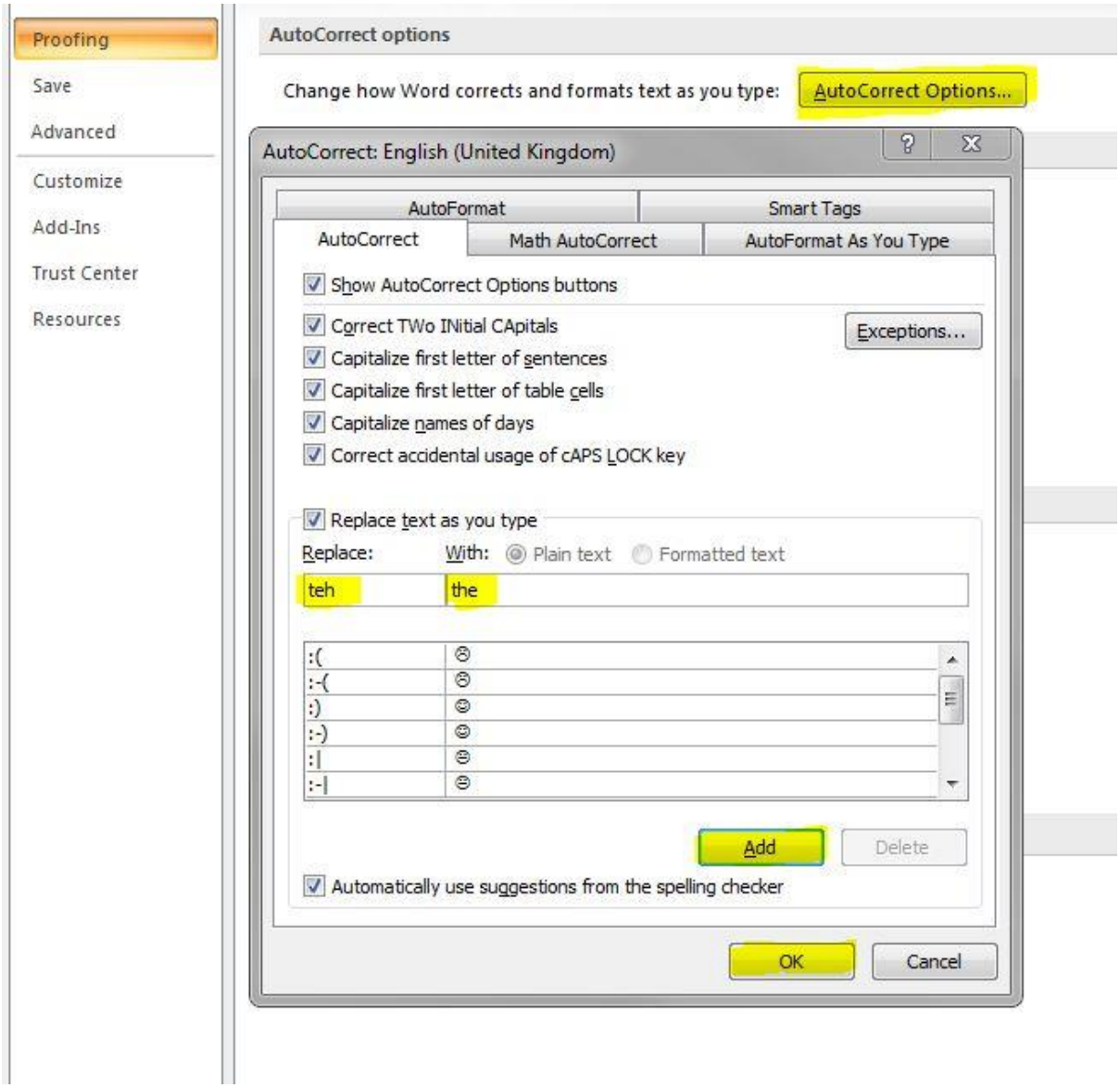


When you click on the **Office Button**, it will bring up a menu where you can choose print, save, open etc – click on the **Word Options** button in the bottom right corner.

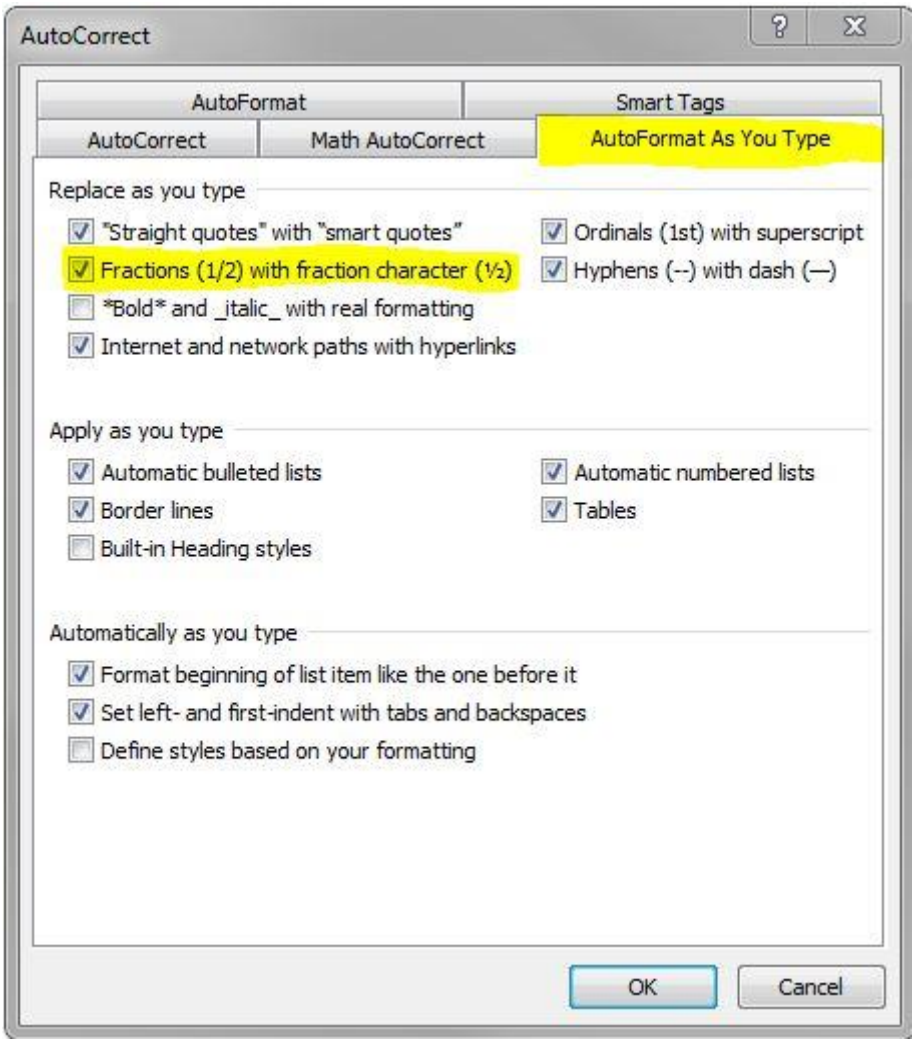
This opens up a menu for you to go through and customise everything you want to from the colour scheme of the actual ribbon to how often you want the auto-recover to save the document. I've changed the colour scheme for all my Microsoft applications to black, which is why my screenshots may look slightly different to yours! This short guide focuses purely on the **Proofing** options.



Here, you can customise how you want the spellcheck and autocorrect to work. If you click on **AutoCorrect Options**, it brings up a handy little menu where you can add words that you know you always spell incorrectly. For example, if you know that you always type wieght instead of weight, you can add this to the autocorrect so it will automatically change it to the correct spelling. One of the typos I'm always making is "the" – I'm forever typing "teh" instead (seems my fingers can't keep up with my brain). So, I've set up Word to automatically correct this, instead of flagging it up and me having to change it at the end.



You can also change the formatting as you type. Fractions are a good example of this – when you type in 1/2 it will automatically change to the fraction half.



I know everybody's different, so have a play around with the different options and customise it the way you want it.

Ninja Note:
Remember that everything you change in here will automatically apply to ALL Word documents you open or create from now on!

How To Use Format Painter

There is an icon on the toolbar in MS Office applications that is a little gem.

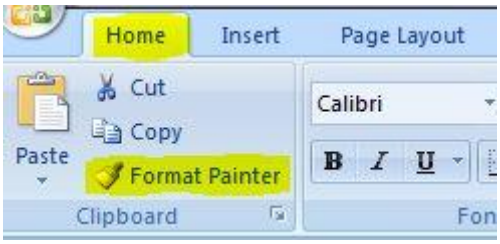
It saves so much time when typing documents. It's the **Format Painter** icon.

What does it do?

Basically it does exactly what it says… it paints (copies) the format of a selected area and applies it to another (hover over the icon and it will give you a description of what it does).

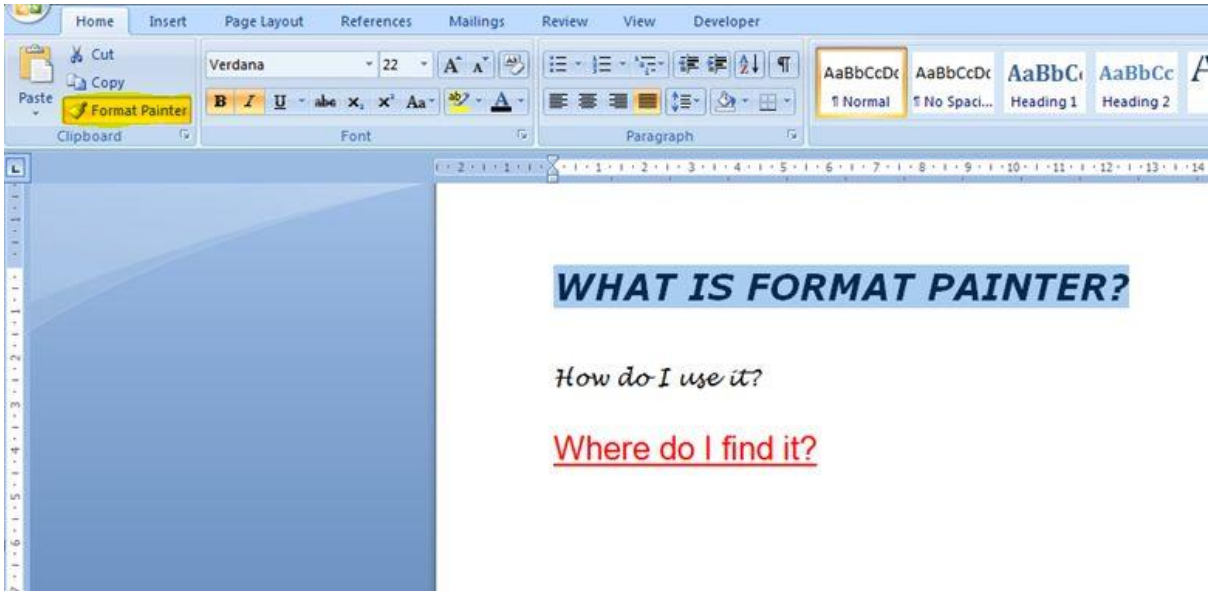
Where do I find it?

You'll find this icon in the **Home** section of the ribbon, in the **Clipboard** group.

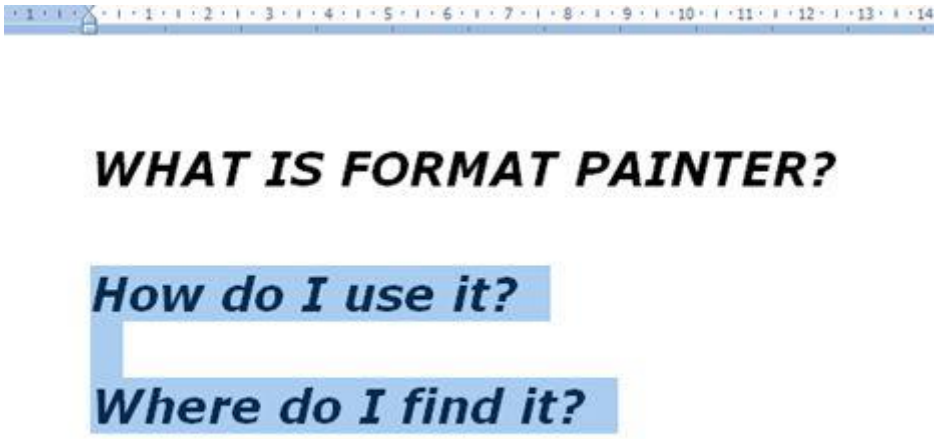


Below is an example of what it can be used for in Word:

You have a document which you've been adding to on a regular basis – maybe pages of a book or a guide that you're typing out. You've been pasting quotations or paragraphs from other sources which have different formats to the rest of your document. If you highlight a section of the paragraph that you want to keep the formatting for, click on **Format Painter** and you'll see the mouse cursor has changed slightly – it now has a paintbrush next to it.



Highlight the section of text that you want to change, let go and it will automatically copy the format of the original text that you selected.



If you have multiple sections of text that you want re-formatted, highlight the formatting you want to keep, double-click the Format Painter icon, highlight the first section of text you want to change, then highlight the 2nd section and so on.

Personally, I think Format Painter is a tool that is really under-used, which is a shame as it's so handy for quick formatting.

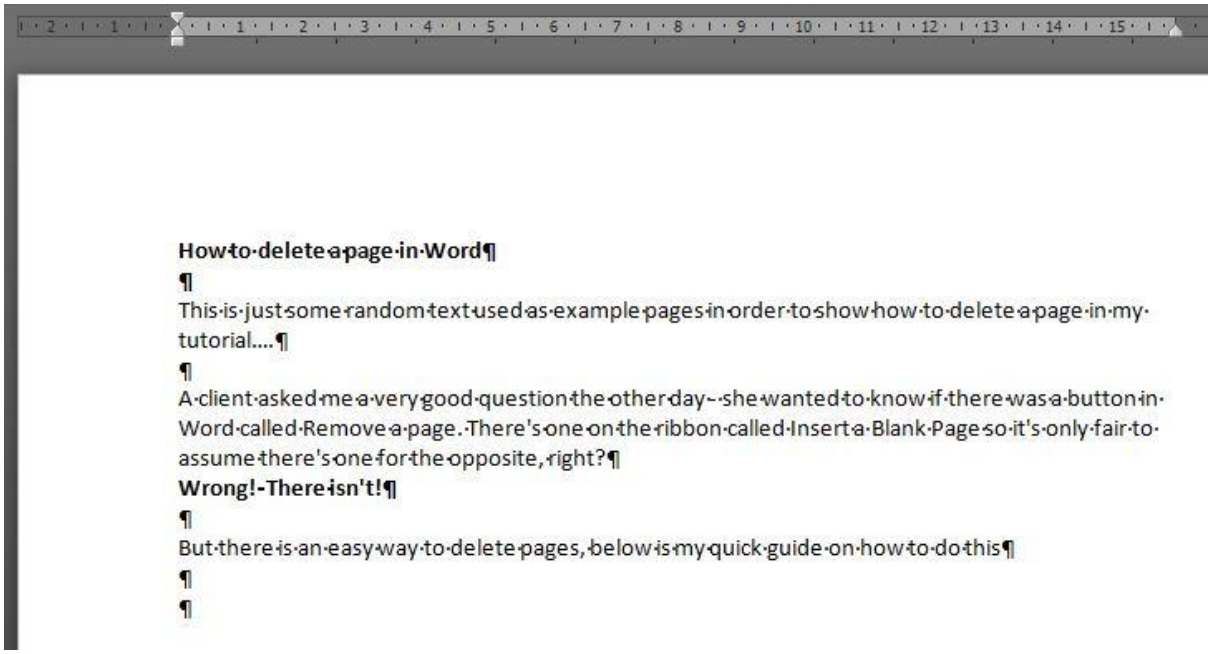
Ninja Note:
To close Format Painter either press the Escape key or click on the Format Painter again.

How To Delete a Page

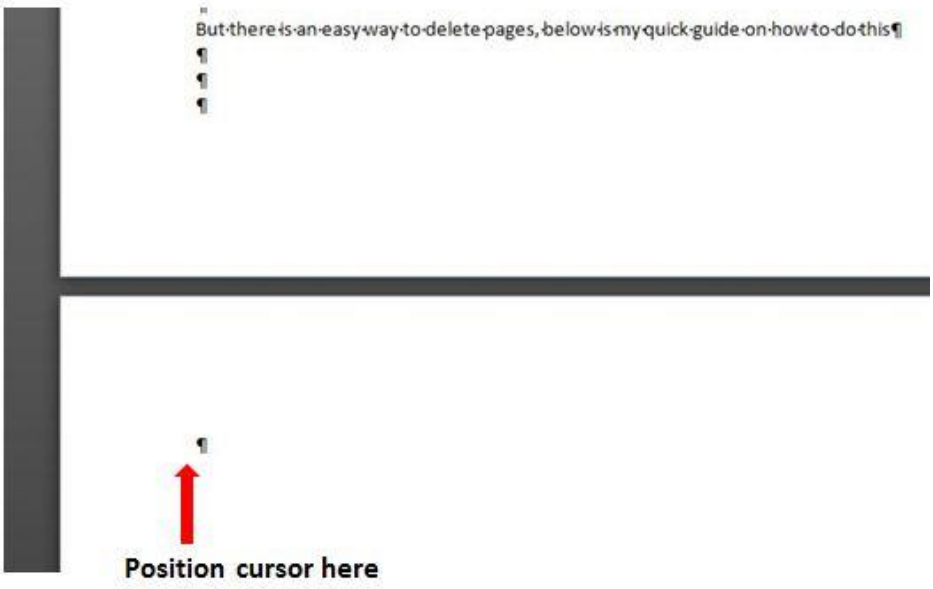
A client asked me a very good question the other day – she wanted to know if there was a button in Word called Remove a page. There's one on the ribbon called Insert a Blank Page so it's only fair to assume there's one for the opposite, right? Wrong! There isn't! But there is an easy way to delete pages, below is my quick guide on how to do this.

The first thing to do is turn on the **Show Paragraph Marks** which is located in the **Paragraph** section of the **Home** tab…

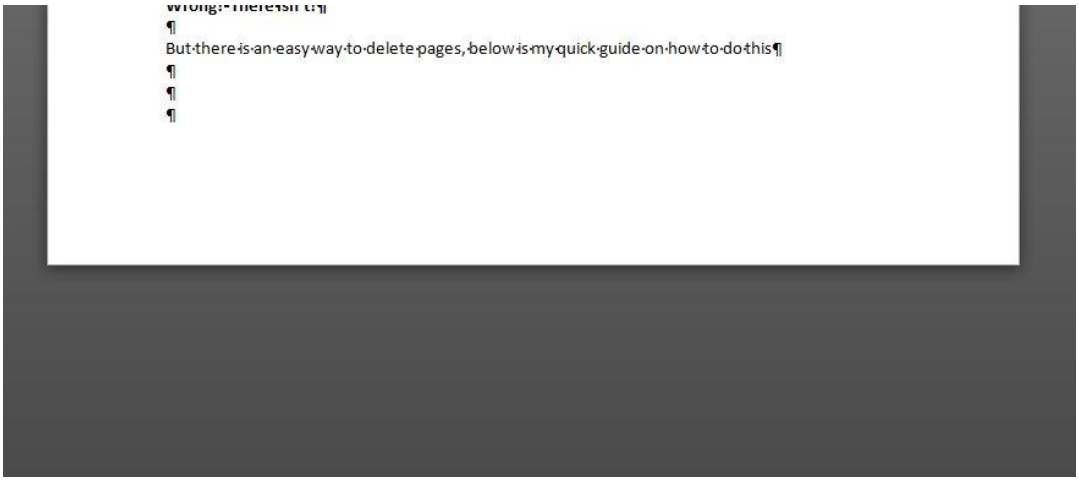
This will make all the spaces, returns and any other formatting symbols appear as in the example below…



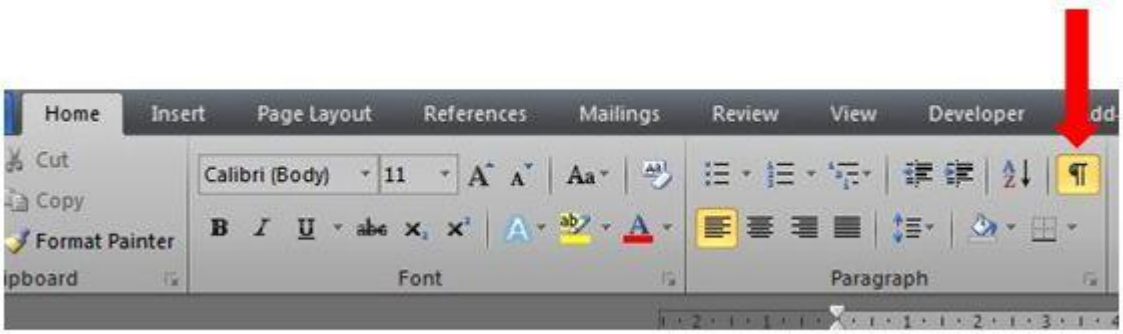
Click on the blank page that you want to remove, making sure that your cursor is positioned in front of the paragraph mark…



Press backspace or delete and that page will disappear moving your cursor back to the end of the previous page (you might need to press delete a few times depending on how many "returns" were pressed on the blank page)…



Then you can turn off the Paragraph marks by clicking the **Show/Hide Paragraph Marks** button again in the **Home** tab on the ribbon…



And that's it.

How To Quickly Delete Words

This quick tip might end up being one of those little gems that you didn't know about and I promise it will **save you time!**

How do you normally delete words when typing in MS Word? Do you usually press backspace or the delete key several times (or hold it down continuously) until the words are gone?
Did you know there is a quicker way?

All you have to do is press Ctrl

Ctrl+Delete deletes text from where the cursor is to the end of the next word, e.g. if you want to delete 3 words to the right, press Ctrl+Delete 3 times.

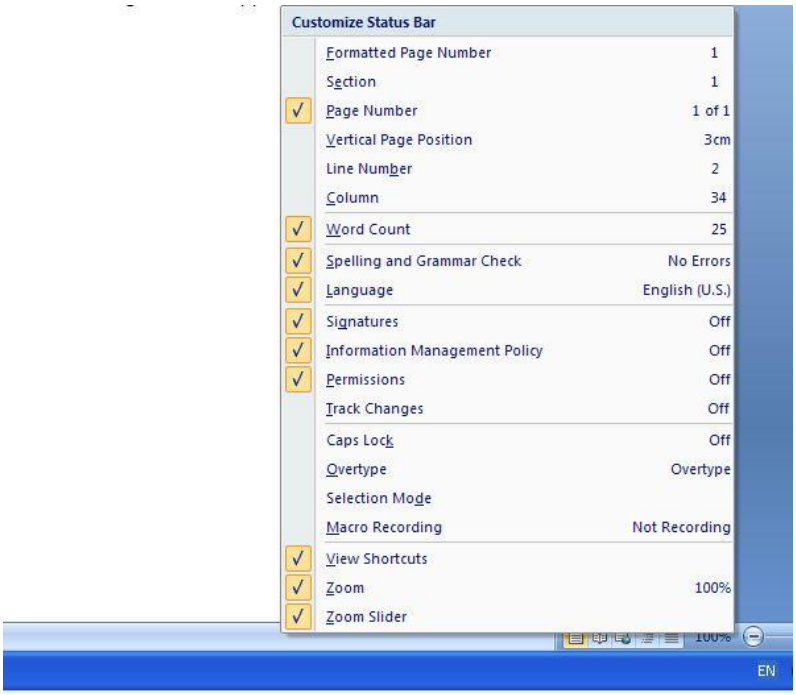
Ctrl+Backspace deletes words to the left of where the cursor is.

And that's it!
A quick and easy way to carry out mass deletions when editing documents.

How To Overtype Text

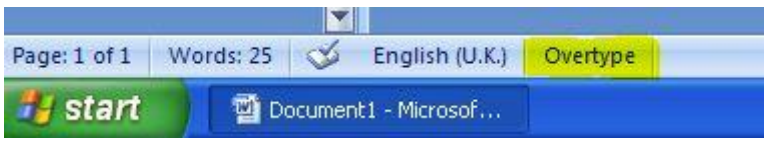
Many of you have probably read the title and thought what am I talking about? Surely you highlight the text and start typing, right? Well any of you who currently use, or have previously used Word version 2003, will know that by pressing Insert on your keyboard will change to overtype mode. In later versions, however, this key no longer works… unless you know how to switch it on!

Right click the status bar (at the bottom of the screen), and click **Overtype**…



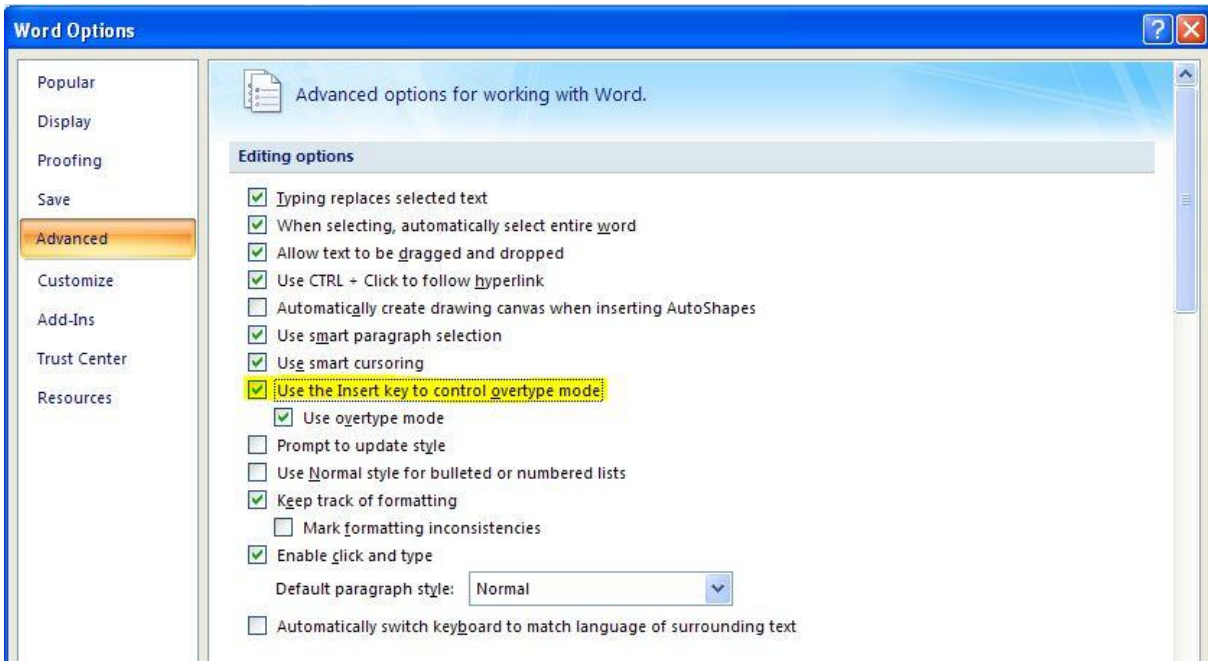
This will display the **Insert** mode on the left side of the status bar. If you click on **Insert**…

…it will change to **Overtype** mode and you can then overtype existing text. Click the word **Overtype** when you've finished and it will change back to **Insert** mode…



Pressing **Insert** on your keyboard will still have no effect, however if you want the insert key to turn **Overtype** on & off, you have to set it up as your default. To do this, click on the **Microsoft Office button**, and open up the **Word Options**…

Click on **Advanced**, and in the **Editing Options** section tick the box for **Use the Insert key to control overtype mode**, then press **OK**…



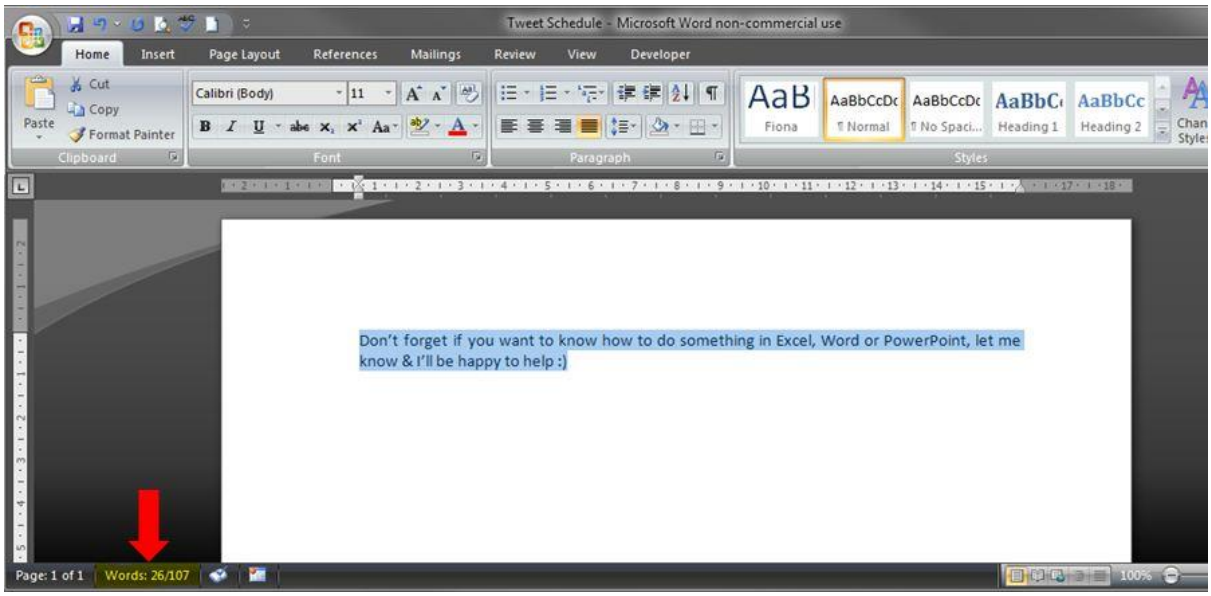
This means that you can now go back to using the **Insert** key on your keyboard to control overtyping. Remember though that any changes you save within the Word Options menu will now be set for any future documents that you create or open.

How To Count Words

This post takes me back to my school days (a loooong time ago!), when I had to submit an essay of no more than 500 words etc. Back in those days we had to write essays out (yes with pen & paper!), and I remember spending many an evening manually counting the words contained in the pages… those were the days!

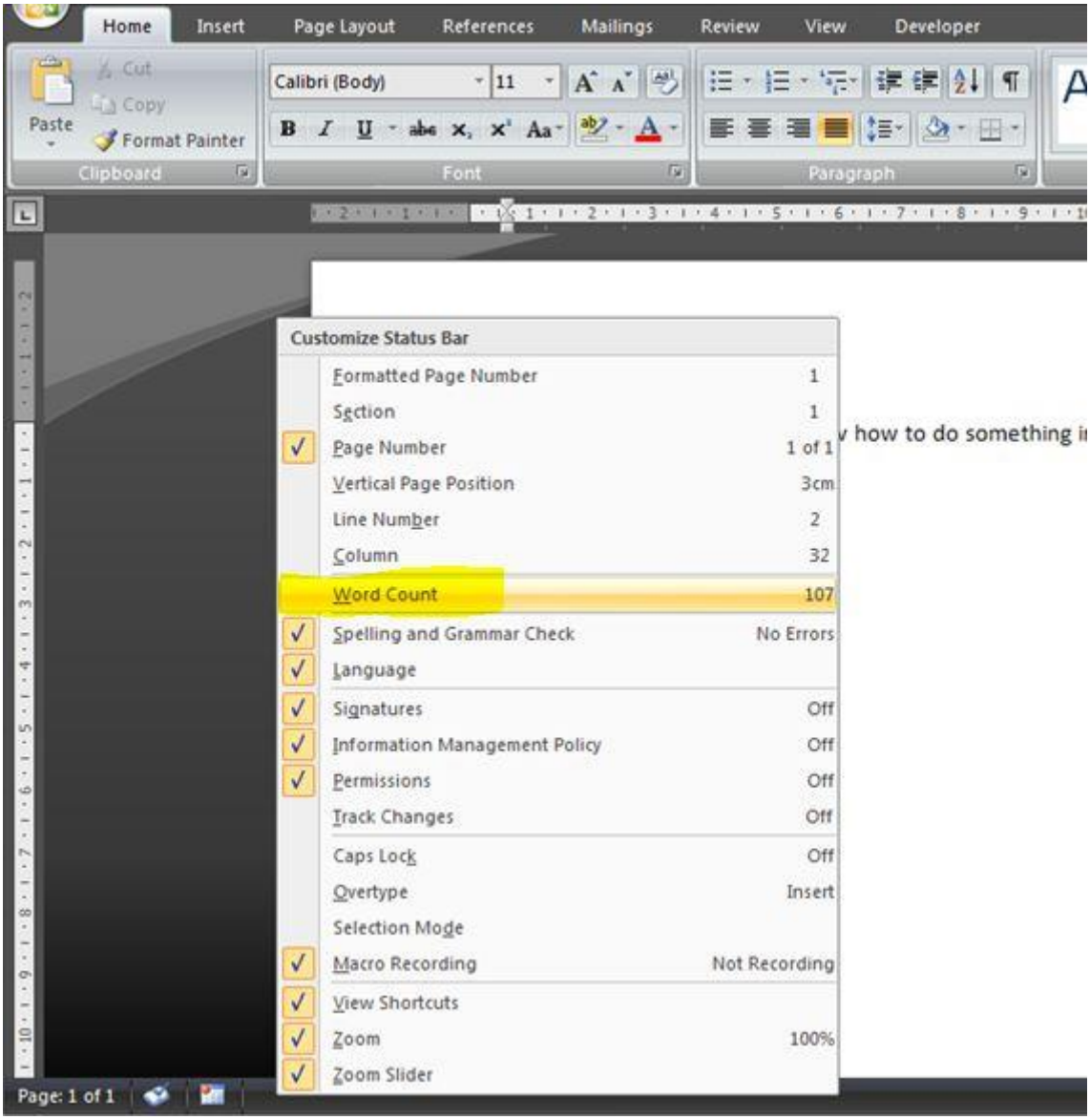
Thankfully, there is a much simpler way of counting words now using Word. It's especially useful for anyone who schedules their tweets as, I'm sure you all know, Twitter has a limit of 140 characters. Type out your tweets in Word first so you can see how many characters you're using, then copy & paste them into Twitter.

Whenever you highlight sections in Word, whether it's a couple of words, lines or paragraphs, you'll notice a word count automatically appears in the toolbar at the bottom of the screen…



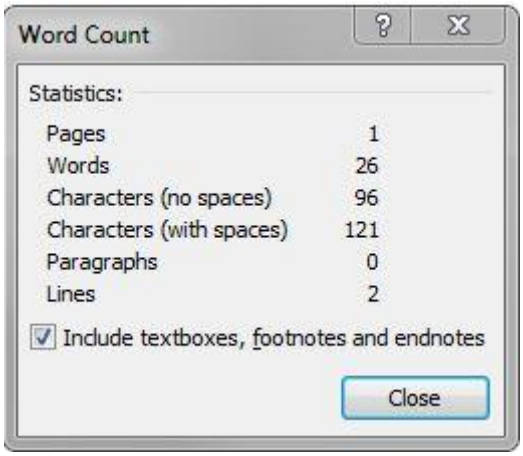
For example the above picture shows there are 26 words highlighted.

If you don't see the word count in the bottom bar, it means it's switched off. In order to switch it on, **right click** your mouse anywhere on the bottom toolbar, and select **Word Count**…



But what about spaces? Obviously Twitter measures the number of characters (including spaces), and not only words.

Well, if you click on the **Word count**, it will bring up a dialog box…



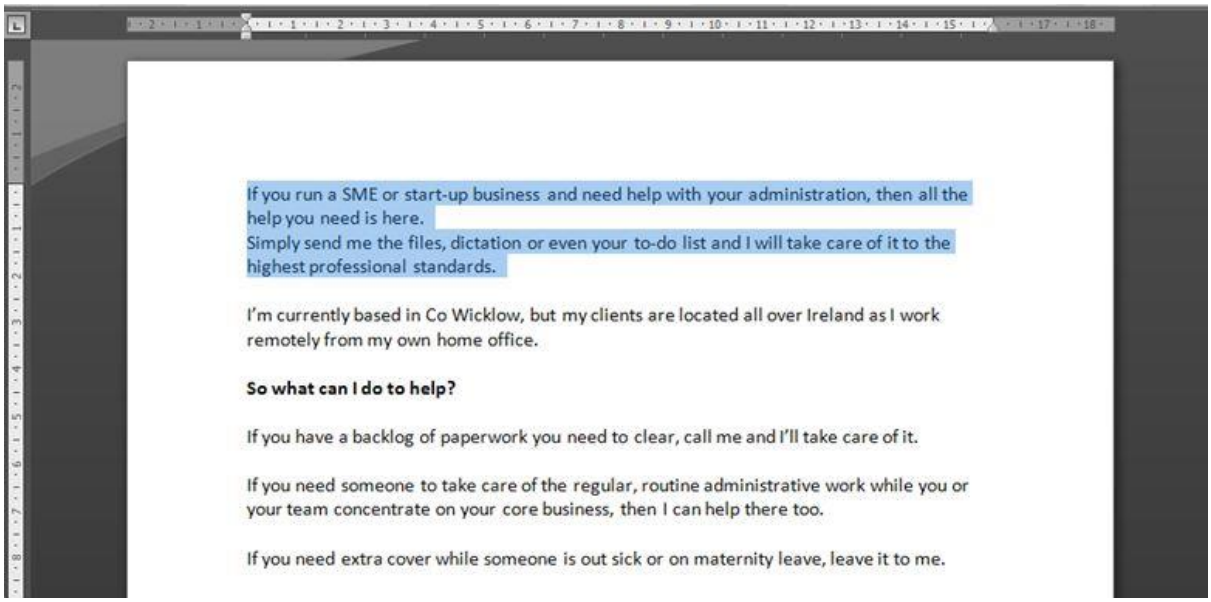
You'll see that everything is counted!

How To Move Paragraphs Quickly

I often get asked to make Word documents look more "presentable", and this usually means having to move paragraphs of text around. The most obvious way to do this would be to highlight the text, cut and paste to where you want it positioned. However… there is a quicker way!

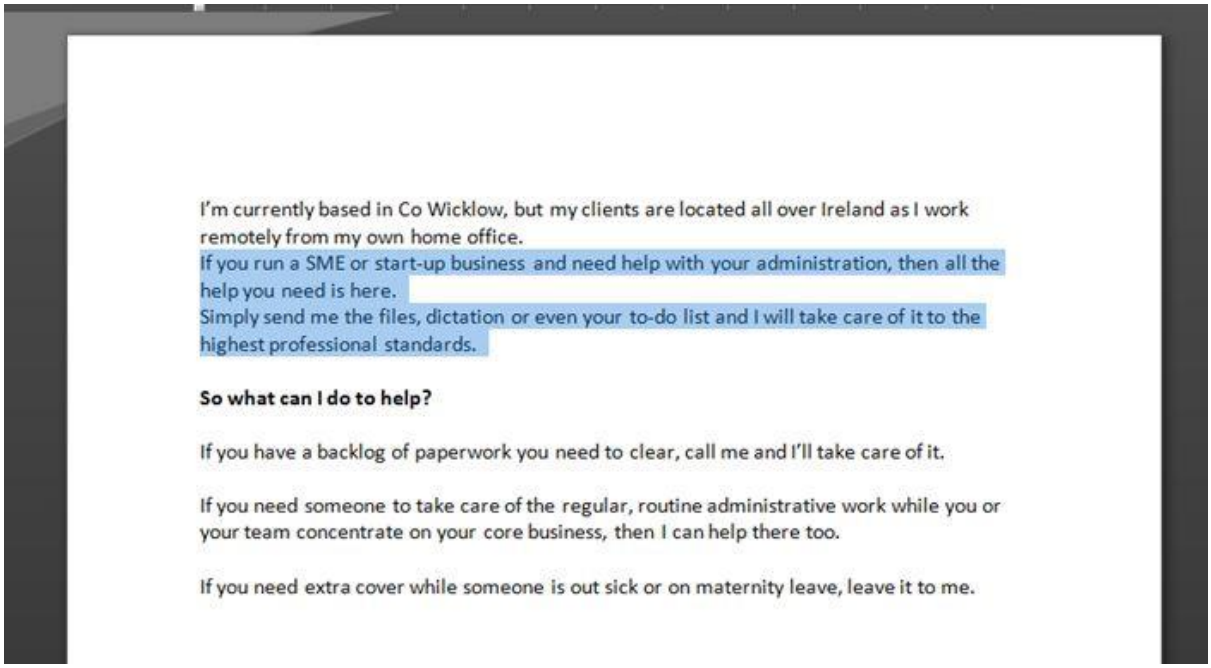
Firstly highlight the text / paragraph that you want to move. A quick way of doing this is to move the cursor over to the far left of the text until it changes shape to a white block arrow pointing diagonally up to the right…

Click and drag down to highlight the lines of text in one go…



Next, press **Shift+Alt+the up** or **down arrow** keys…

…and this will move the selected text up or down to where you want it…



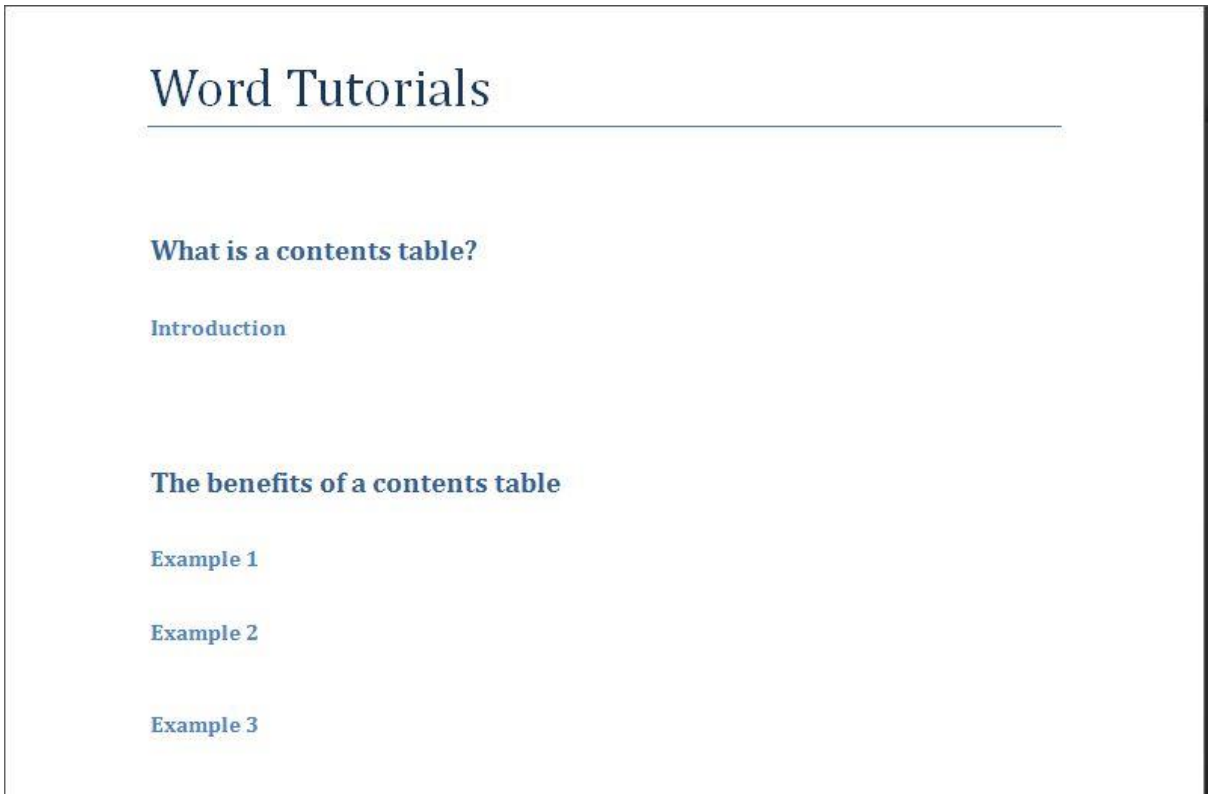
The good thing about doing it this way is that you see a live preview of what your new layout looks like without having to cut, paste & then undo if you don't like it.

How To Insert a Contents Table

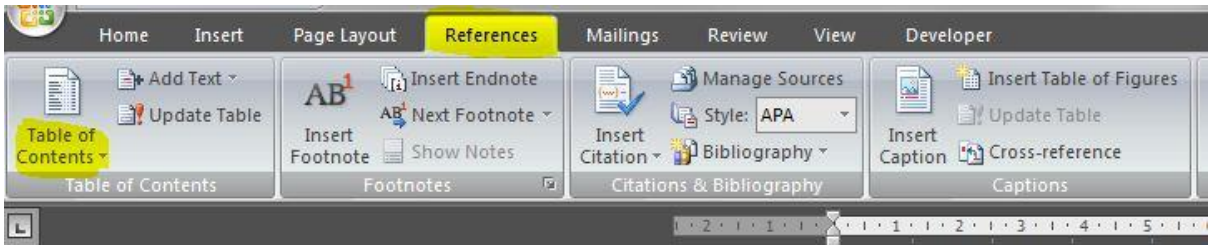
Anybody who has ever typed a large document in Word will know how invaluable a Contents Page is, and I don't mean the page that you manually type out then have to keep changing the page numbers as you add more & more to the pages! I mean the automated one that is a feature in Word 2007. It is surprisingly simple to create and keep updated, below is a guide on how to do this.

To start building your Contents Page, you need to apply heading styles to the relevant titles within your document. To do this, highlight the relevant text and click on the **Heading** you like in the **Styles** section on the **Home** tab.

For example, the document below shows the name of the chapters and their subheadings with the **Headings 1** and **Headings 3** styles applied…

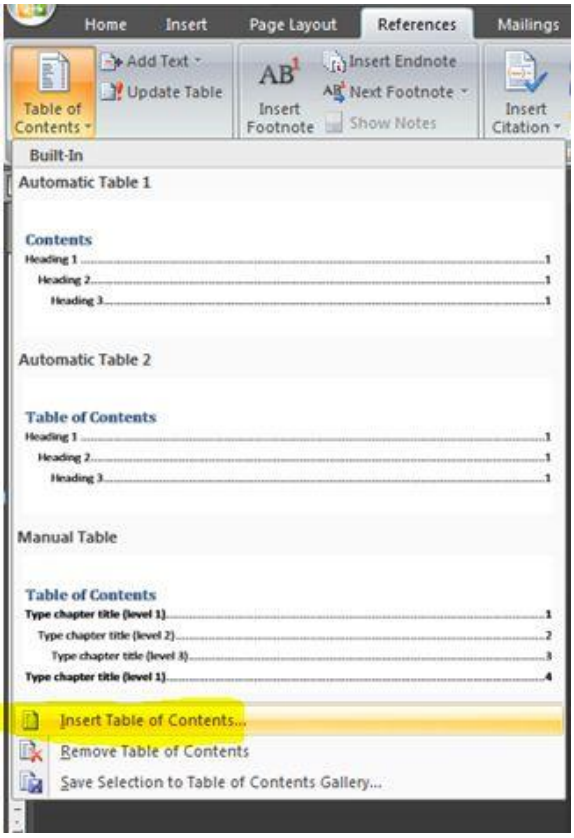


Place the cursor at the point where you want the Contents Table to be, go to the **References** tab on the ribbon, and click on **Table of Contents**…

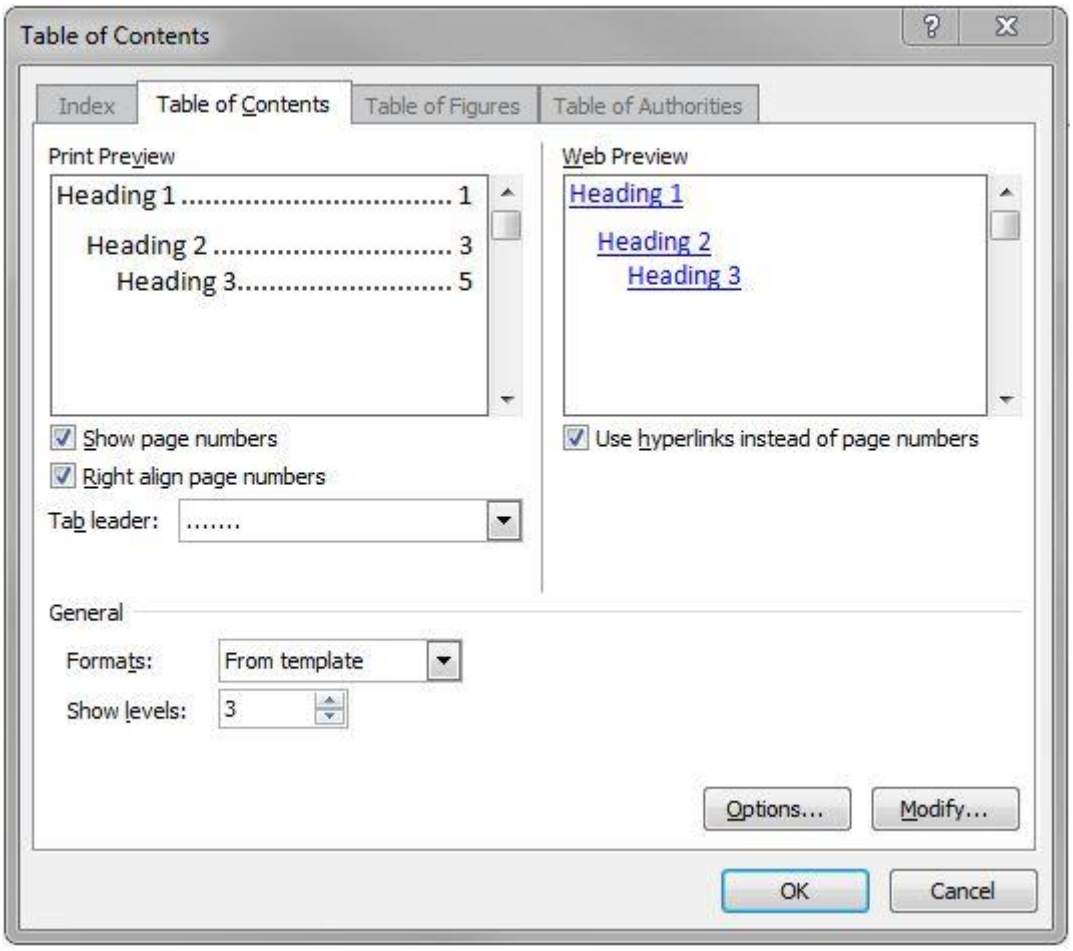


A drop down menu will appear showing examples of different styles of Contents Pages; choose which one you prefer…

If you want to edit the actual Contents Page before inserting it, e.g. if you don't want to show page numbers etc, click **Insert Table of Contents**…



This will open a dialog box where you can customise the table to your own preferences…

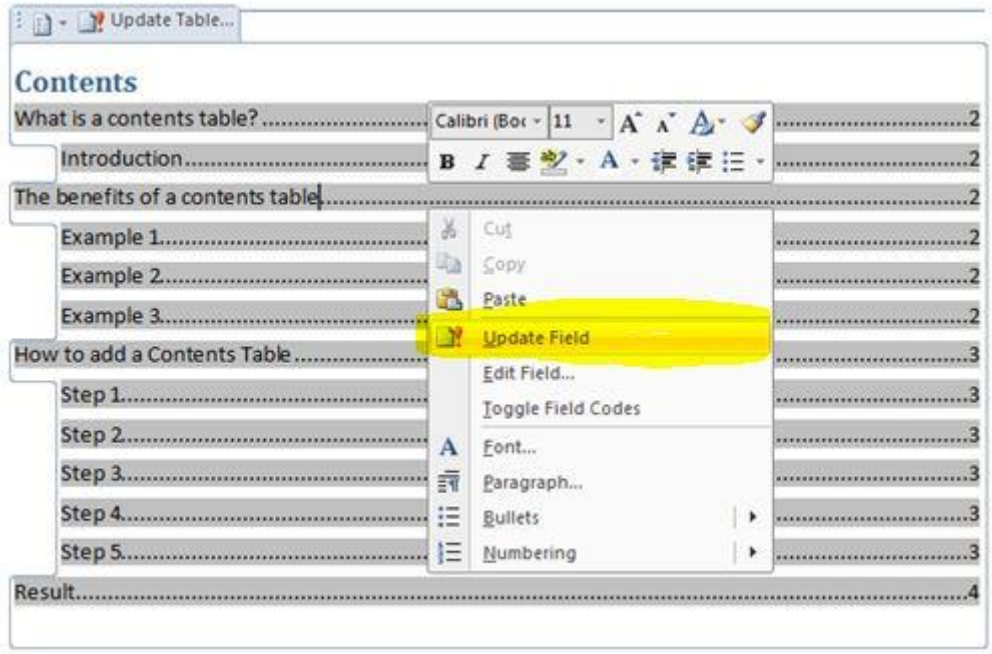


And that's it; a new Contents Table will appear…

Contents

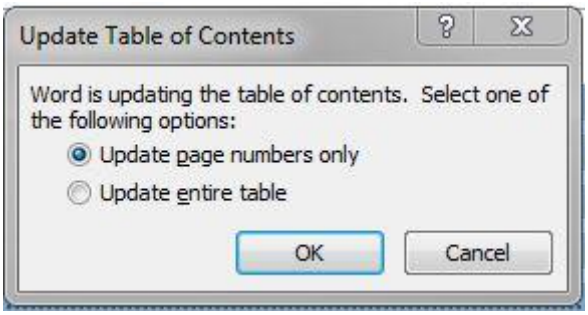
What is a contents table? 2
Introduction 2
The benefits of a contents table 2
Example 1 2
Example 2 2
Example 3 2
How to add a Contents Table 3
Step 1 3
Step 2 3
Step 3 3
Step 4 3
Step 5 3
Result 4

If you make any changes to the document at any stage, for example another 2 pages of text is added thereby throwing all the page numbering out, you can easily update the Contents Table in 2 clicks! You can either right click anywhere within the table and choose **Update Field**…



Or, click on **Update Table** in the **Table of Contents** section in the **References** tab on the ribbon…

Whichever way you choose, a dialog box will appear asking if you want to update the page numbers only or the entire table. Choose which one you want to do and click **OK**…

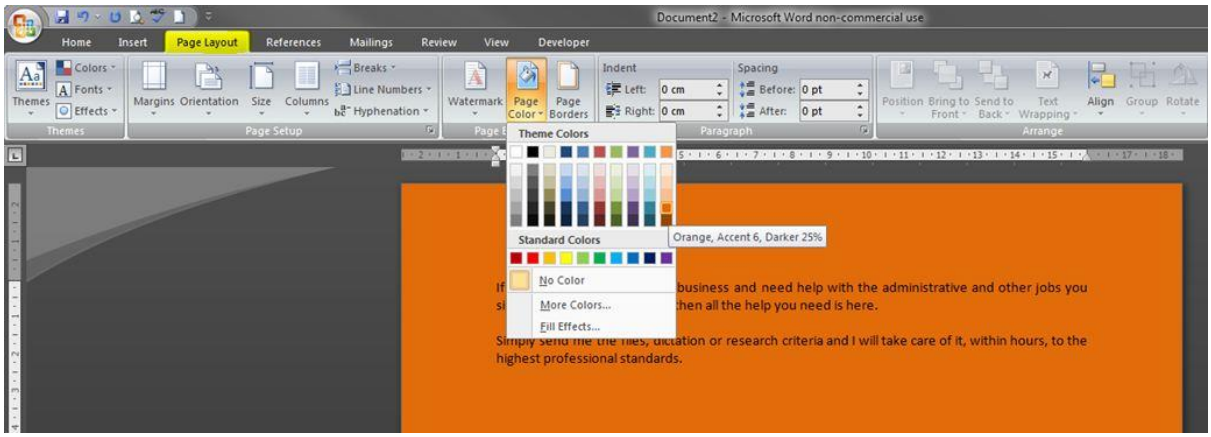


And that's it! A quick and simple way of inserting and editing a Contents Page without the need to manually update everything.

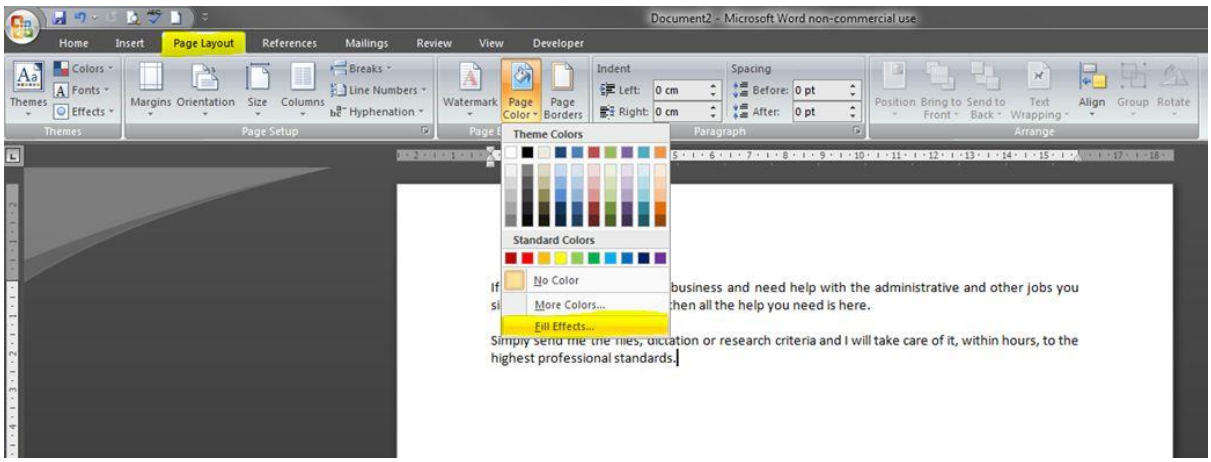
How To Change The Background of a Document

If you have a Word document that you think looks a bit boring, there are a quite a few options available in Word to "jazz it up". Below is a quick guide on how to change the background colour and effects.

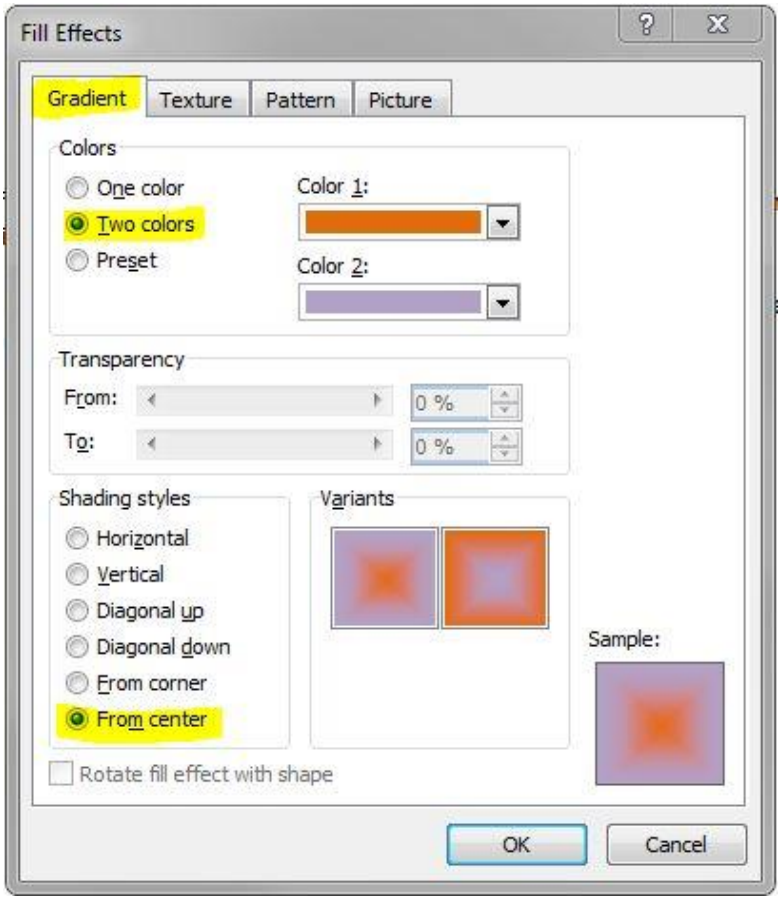
Select the **Page Layout** tab on the Ribbon, and go to the **Page Background** section, click on **Page Colour** and hover over a colour – the live preview means you can see what the page will look like before actually clicking on a colour.



You can change the actual effects of the background too, by clicking on **Fill Effects**…

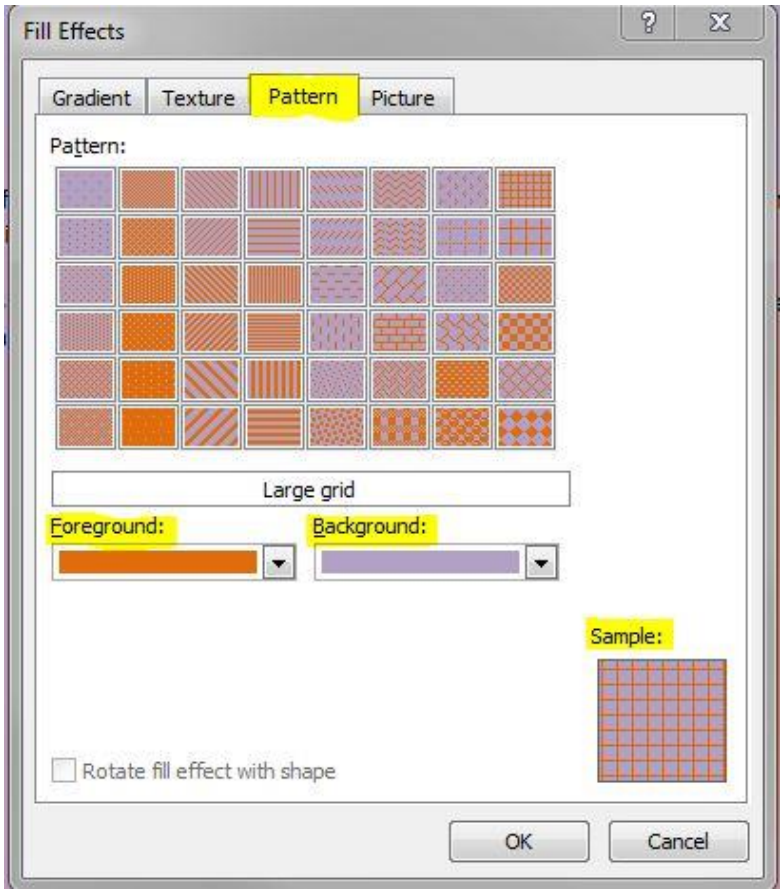


This brings up a menu where you can select the shading styles / gradient of the colour…

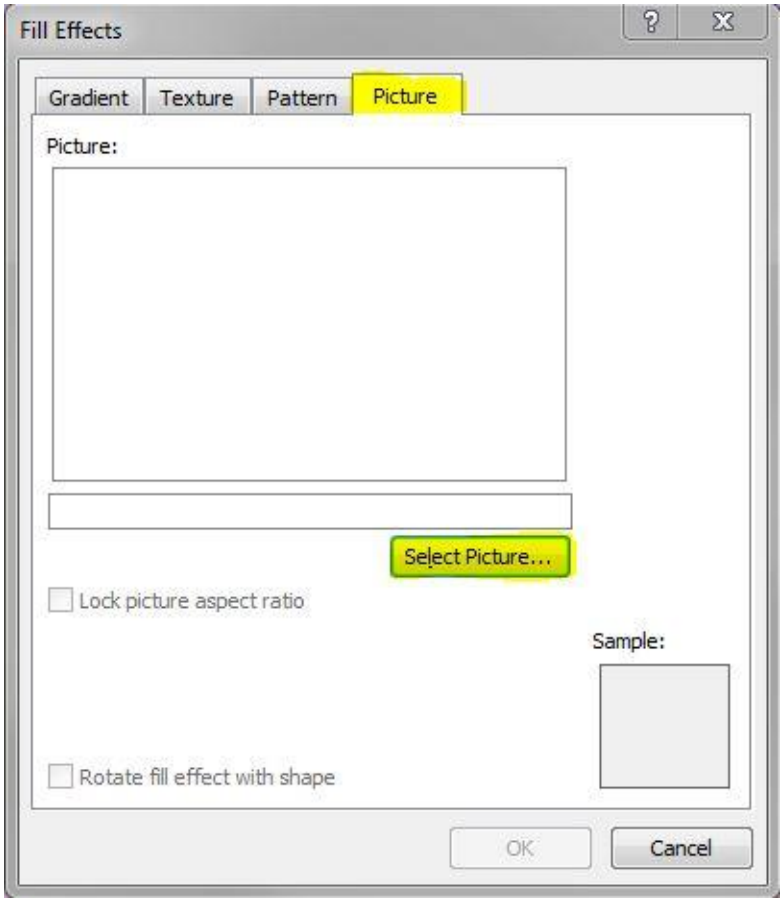


…you can select the texture of the background, anything from denim to walnut…

…you can change the pattern of the background using the colours previously selected, or you can select new colours…



…and if you don't actually want any of the pre-determined options, then you can download a picture of your own to use as a background image; click on **Select Picture** and navigate to the folder where your picture is saved.



It's all about personal preference and obviously what the document is being used for. There are so many different variations that it's best to have a play around and find one that suits the document. Obviously this is just one way to spice it up!

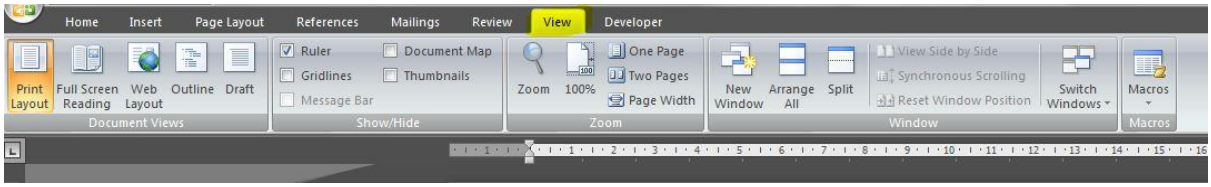
How To View Thumbnails

Thumbnails are the smaller images of pages within the document you're currently working in. You're probably more familiar with them in PowerPoint as the "Normal" view has thumbnails down the left side next to the main slide you're working on.

Well, the same applies to Word. If you're working on a document several pages long and the thought of scrolling up & down pages drives you insane… then view the thumbnails.

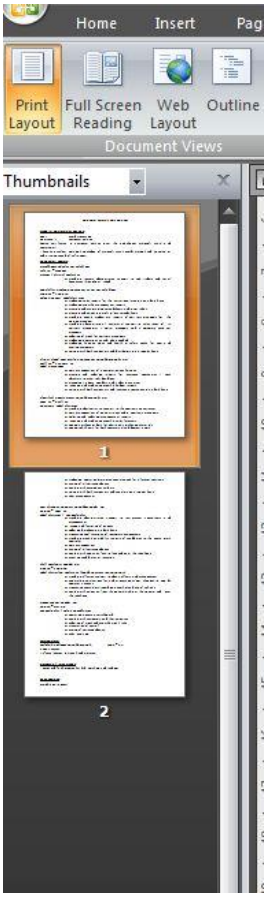
This is a very quick guide to show you how.

So, firstly make sure you're on the **View** tab in the ribbon.



In the **Show/Hide** section is the option **Thumbnails** – tick that box…

…and you'll see thumbnail images down the left side of the main document, so you can go straight to the page you recognise without scrolling up & down – simple!

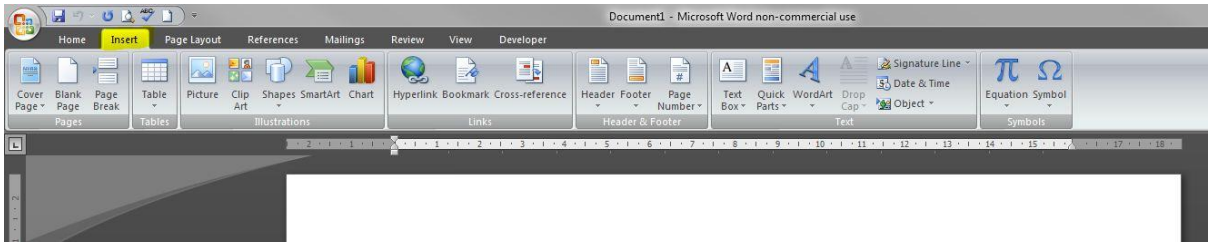


How To Create Letter Heads Using Word

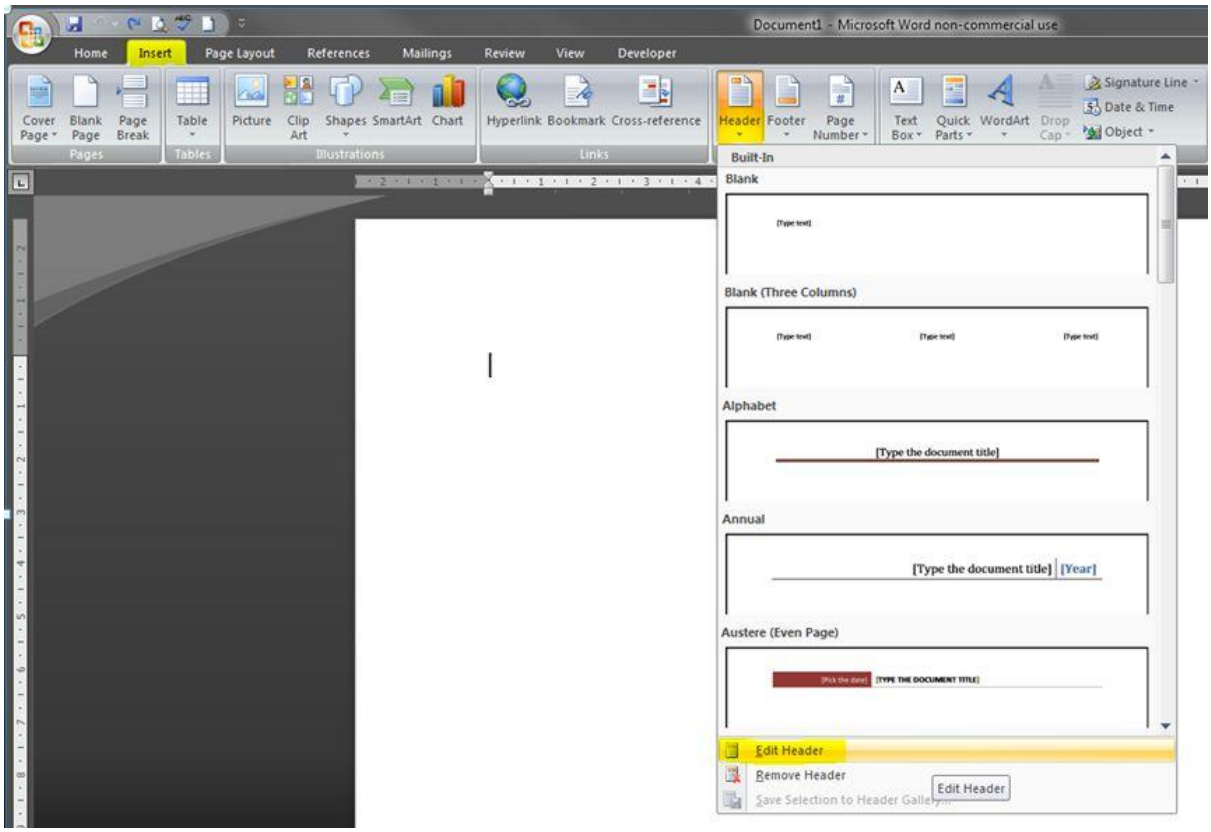
After I'd had my website and logo redesigned, I then thought about stationery. Obviously I'd had business cards printed to incorporate the new design but what about headed paper, compliment slips etc. All I really needed for my headed paper was my logo and company registration / contact details on the page, so I thought I'd try and save money & do my own stationery in Word.

This step by step guide will show you how to create your own headed paper.

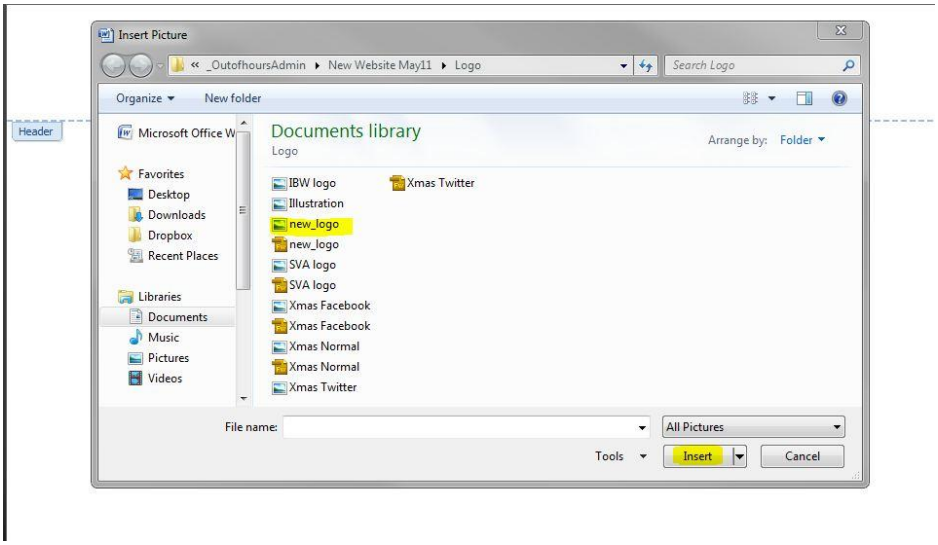
So, firstly open up a blank Word document and go to **Insert** on the ribbon.



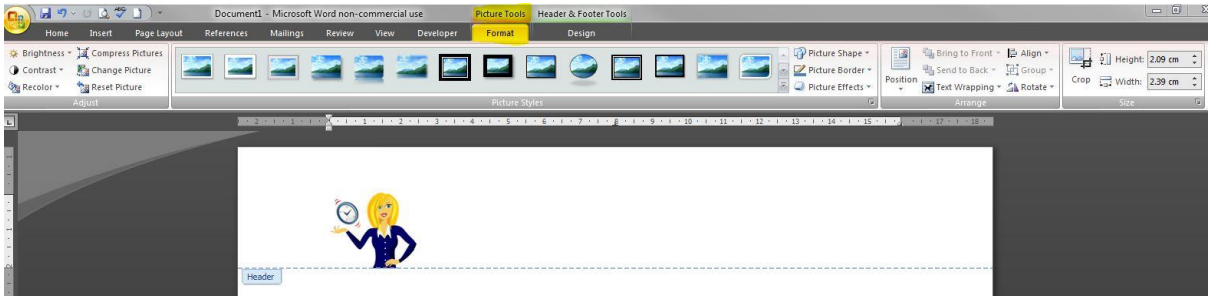
In the **Header & Footer** section, click on **Header**. Headers are generally used for documents such as tenders, books, proposals etc where you could have the title, page number, author at the top of every page. In this case, I chose to use it to design my own headed paper. If you have your logo saved as an image on your computer, you can choose to insert that into the header. All you need to do is select **Edit Header** and it will bring up a blank header section.



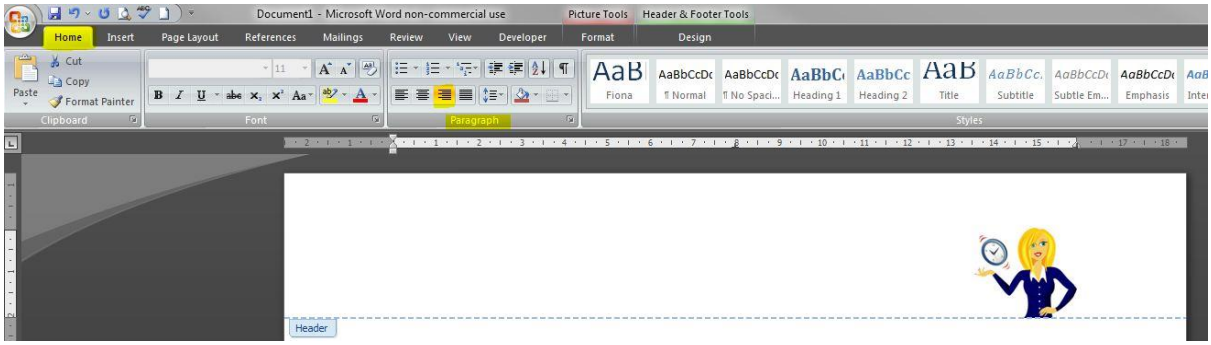
You'll then notice that you're in a new tab called **Design** under **Header & Footer Tools**, this is where you can make as many changes as you like to your header. Click on **Picture**, and browse through your folders to where your image is saved, then click **Insert**.



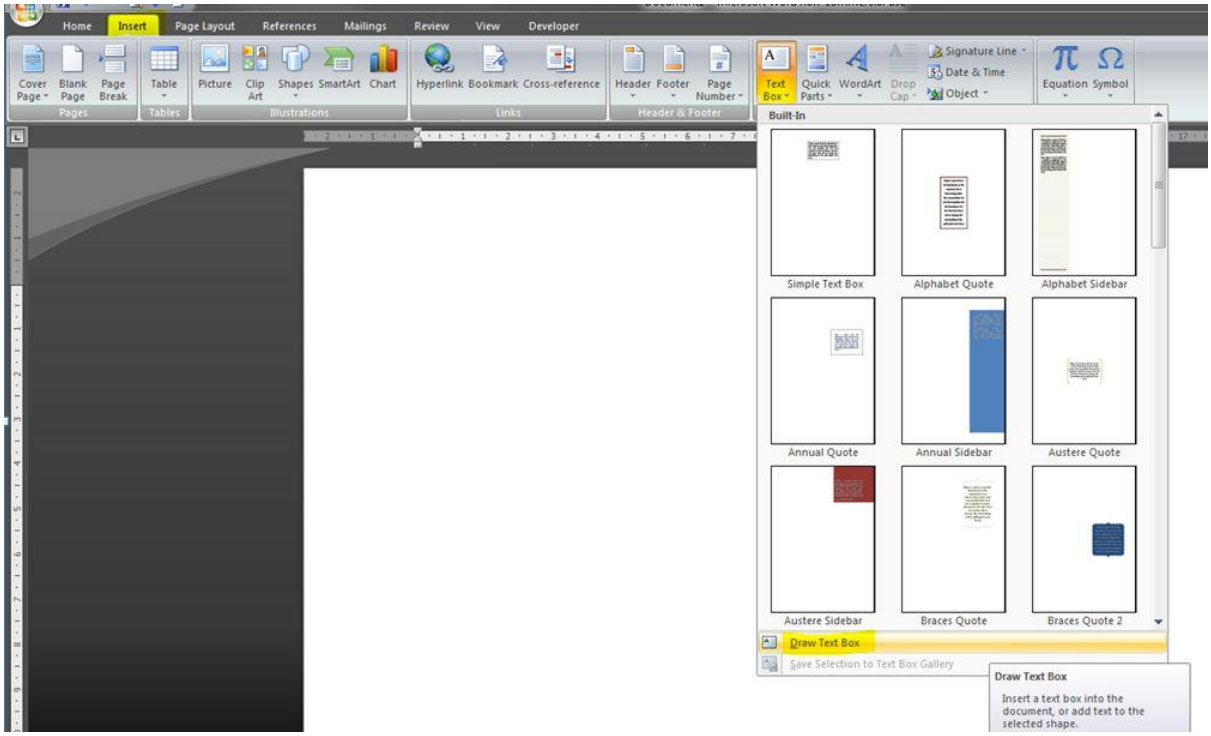
Your picture will now appear in the header section, there will be another section appear at the top of the ribbon called **Picture Tools**, this is where you can format the picture (e.g. add a frame to it, rotate it, change the size, colour etc).



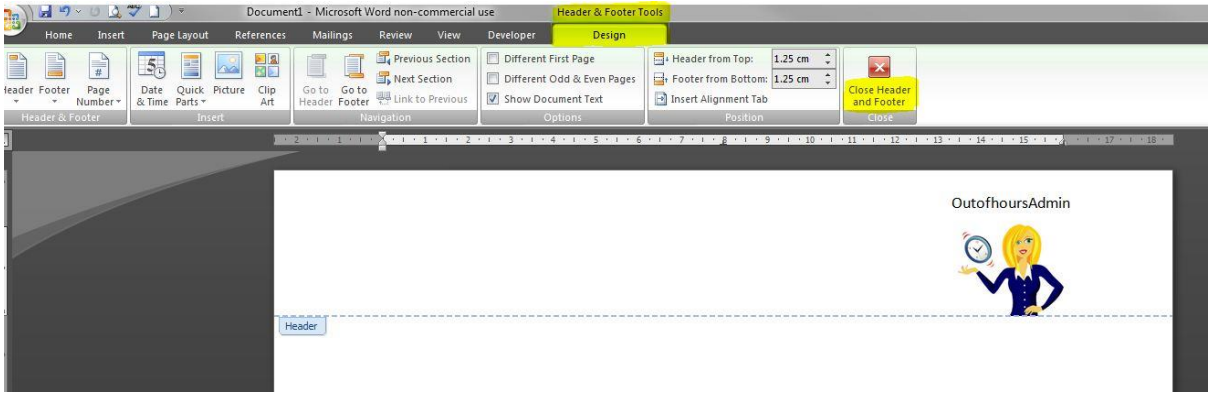
The picture will automatically be positioned in the top left corner, if you want to move this, click on **Home** in the ribbon and choose the alignment you prefer. For example, I prefer my logo to be in the top right corner, so I choose **Align** text **Right** in the **Paragraph** section of the **Home** tab. It all depends on your own personal preference though.



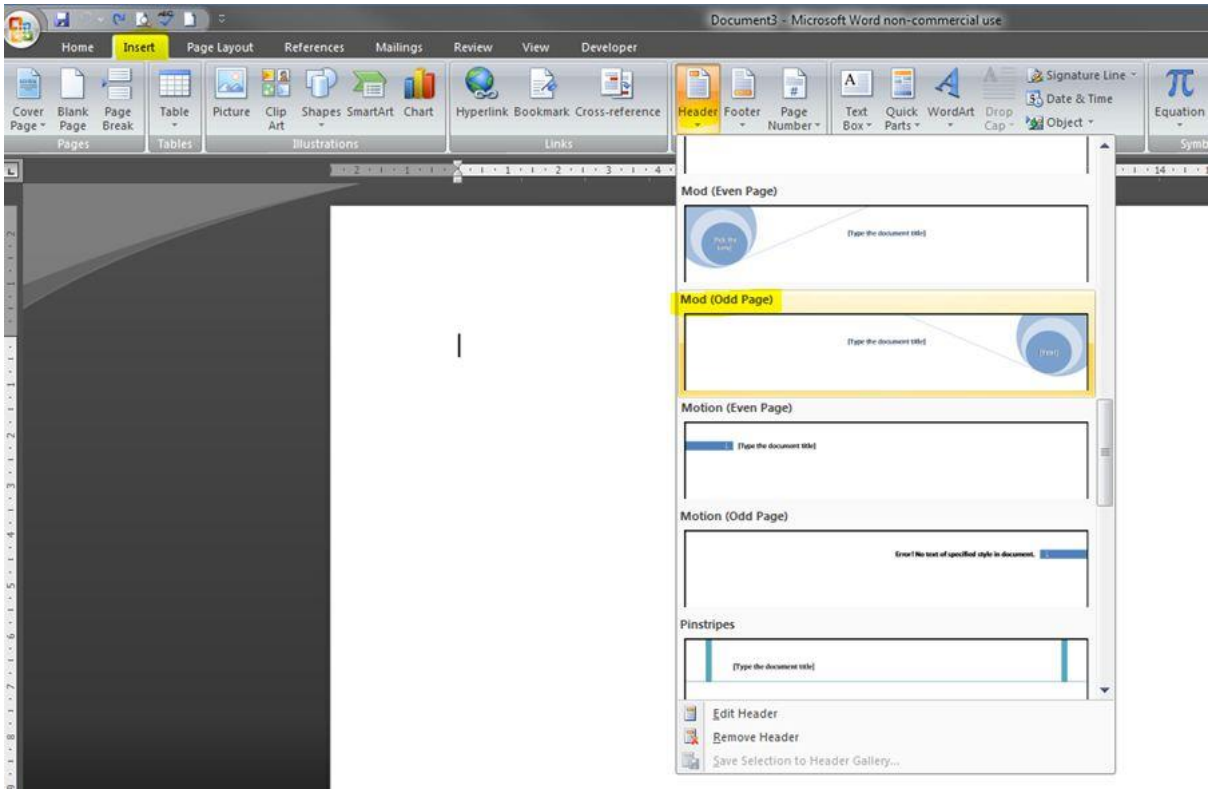
If you want to add text to your header with the picture, click on **Insert** and select **Text Box**, again you can choose one of the designs listed, or select **Draw Text Box**.



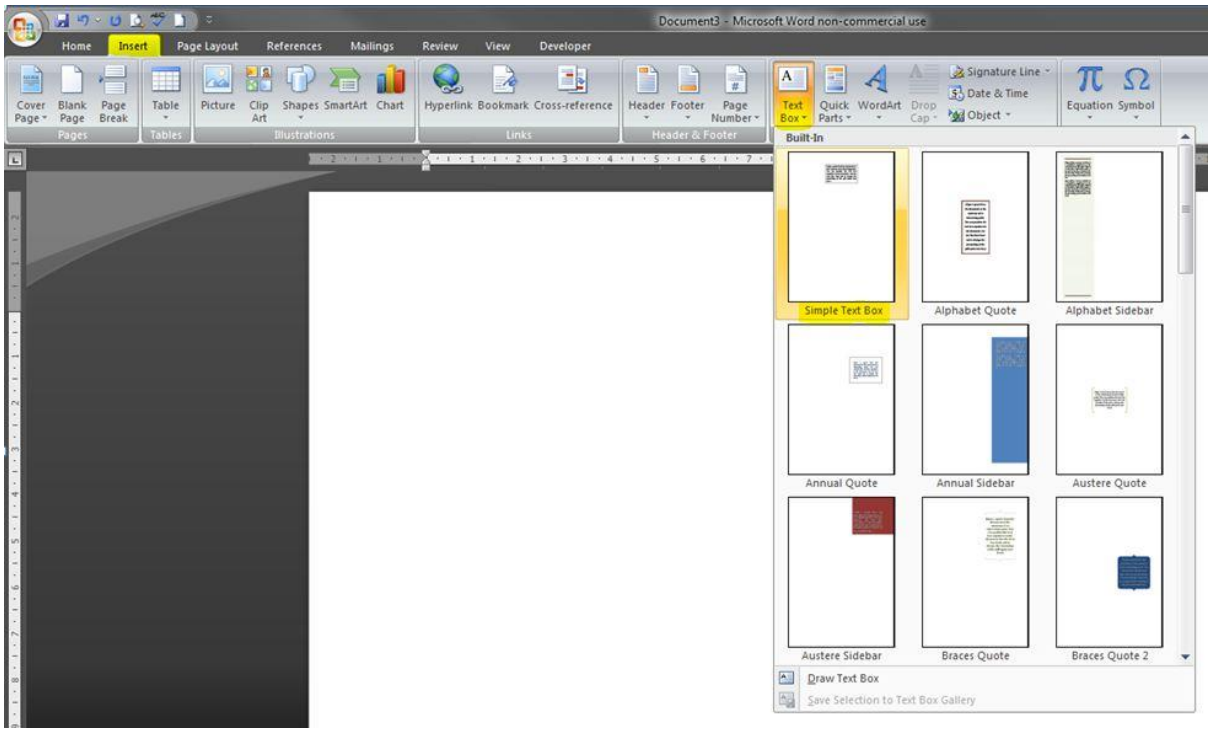
You can then type in your text and position the text box anywhere you like on the page / header. When you have finished, click on **Close Header and Footer** and the image/text will fade out slightly.



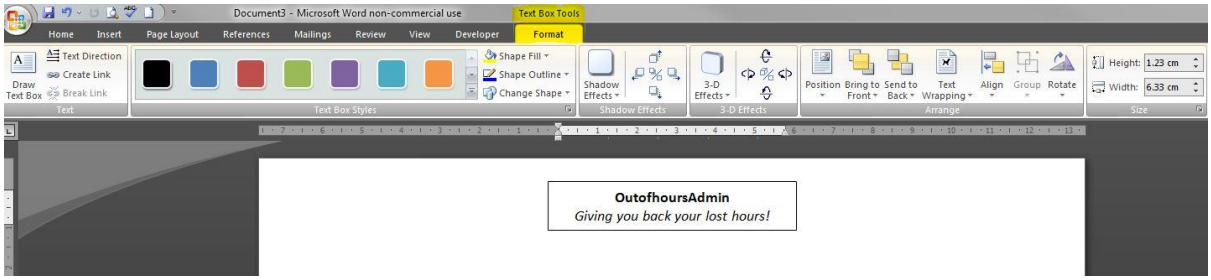
If you don't have a branded logo yet for your business, you can always use one of the designs shown in the Header section, all you will need to do is type in your own text. Click on **Insert**, **Header** and choose a design that you like….



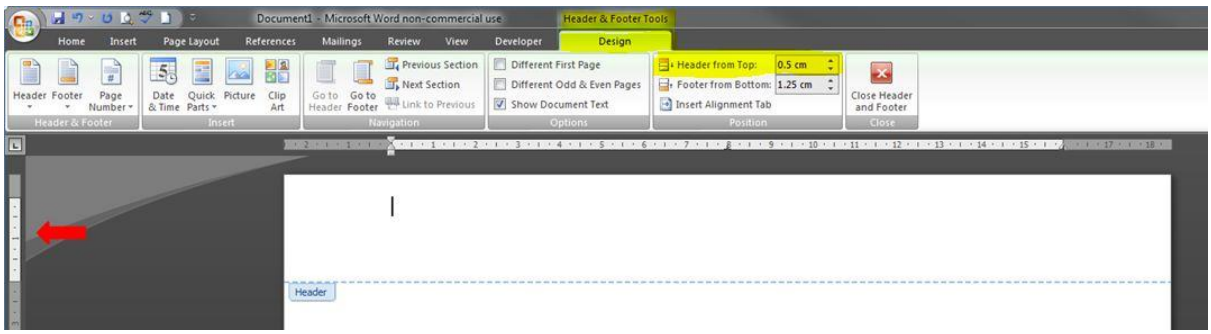
Or you can insert a text box and input all the information you need, this can then be placed anywhere on the page, so you're not only restricted to the header.



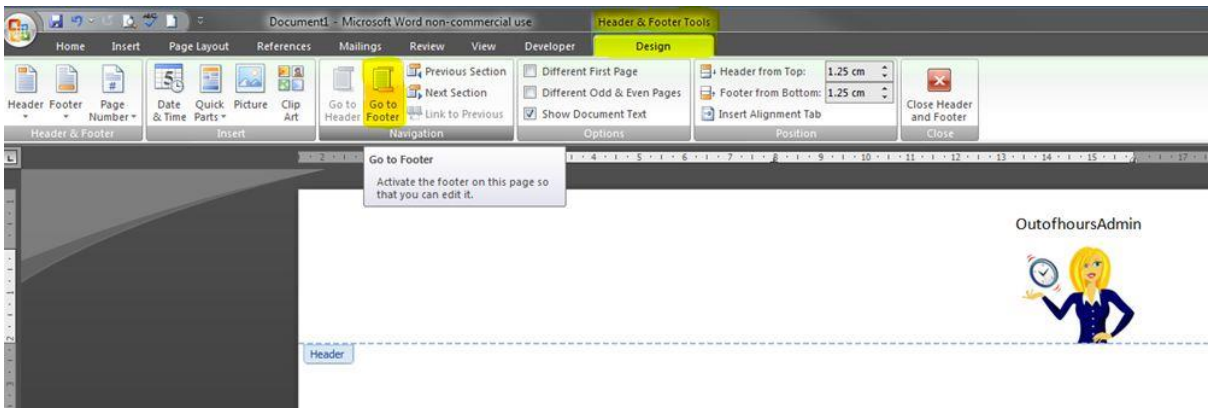
Once the text box is inserted, you'll see another option on the ribbon called **Text Box Tools** with **Format** underneath, this is where you can format your text box, change shape, colour, effects etc.



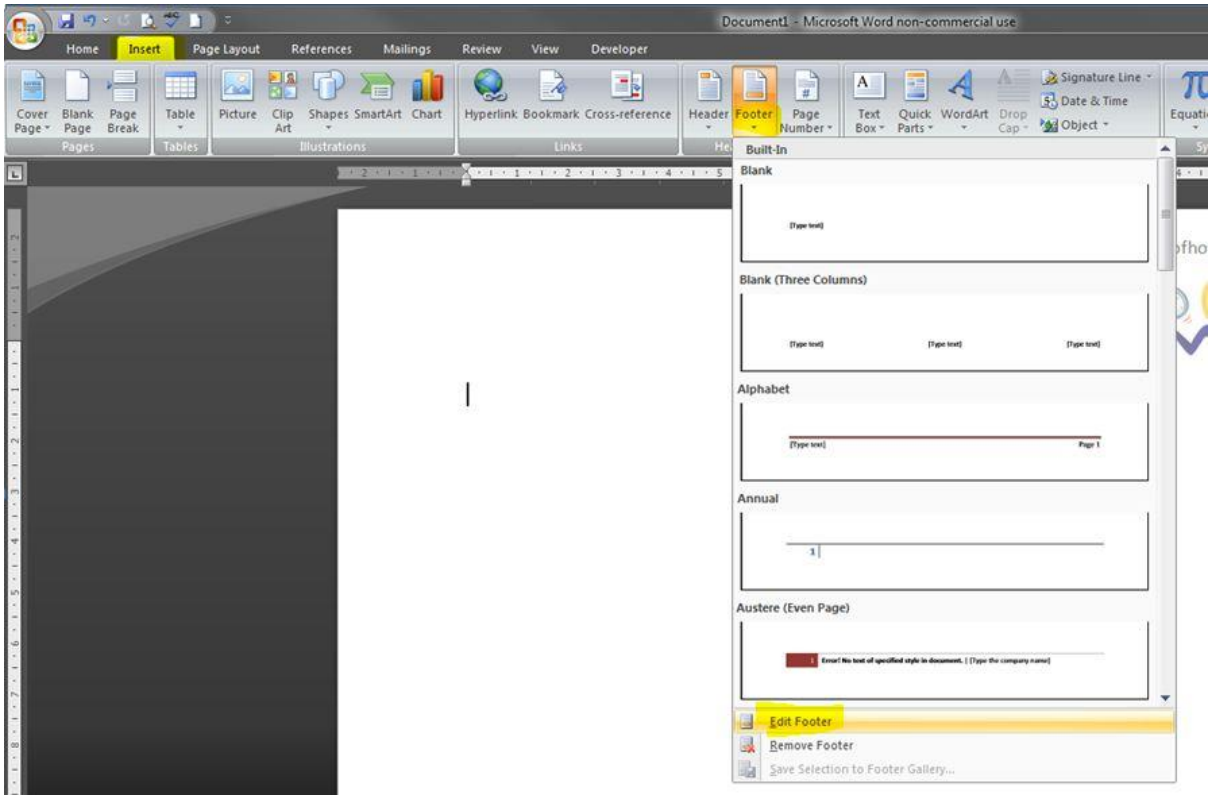
You can also change the position of the header in relation to the actual page, either by changing the measurements at the top of the page, or by dragging the ruler on the left hand side.



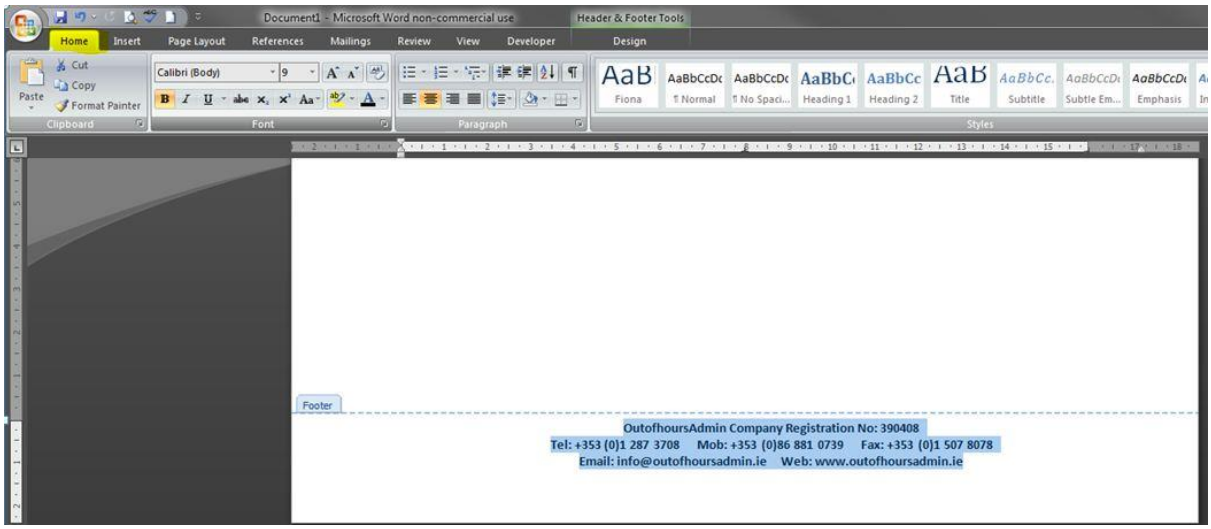
Next, we move onto the **Footer**. I usually use the footer to show my contact details – again it's entirely up to you where you position everything, you may prefer your contact details to be in your header. If you're already in the header section, you can click on **Go to Footer** and it will automatically take you there.



If not, then go to Insert on the ribbon and click on Footer and Edit Footer.



Type in all the details you want to include. Remember, you can format the text by highlighting it, clicking on **Home** in the ribbon and selecting the necessary formatting e.g. bold, italic, font size, alignment etc.



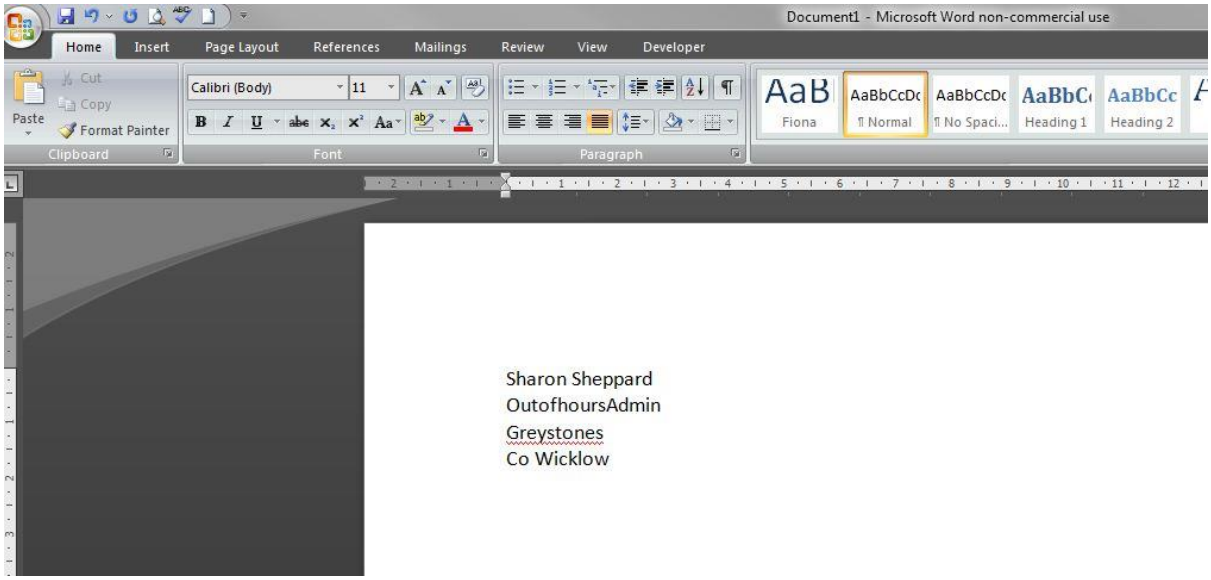
Once you're happy with the details, click **Close Header and Footer**, and that's it. Now obviously there is so much more you can do with these options, so have a play around with them until you find something you really like.

How To Print Addresses Onto Envelopes

How many businesses spend time getting their letters, marketing information etc just right, only to put it in an envelope that has the address scrawled across the front looking like a doctor's handwriting (no offence to doctors, but you know what I mean)!

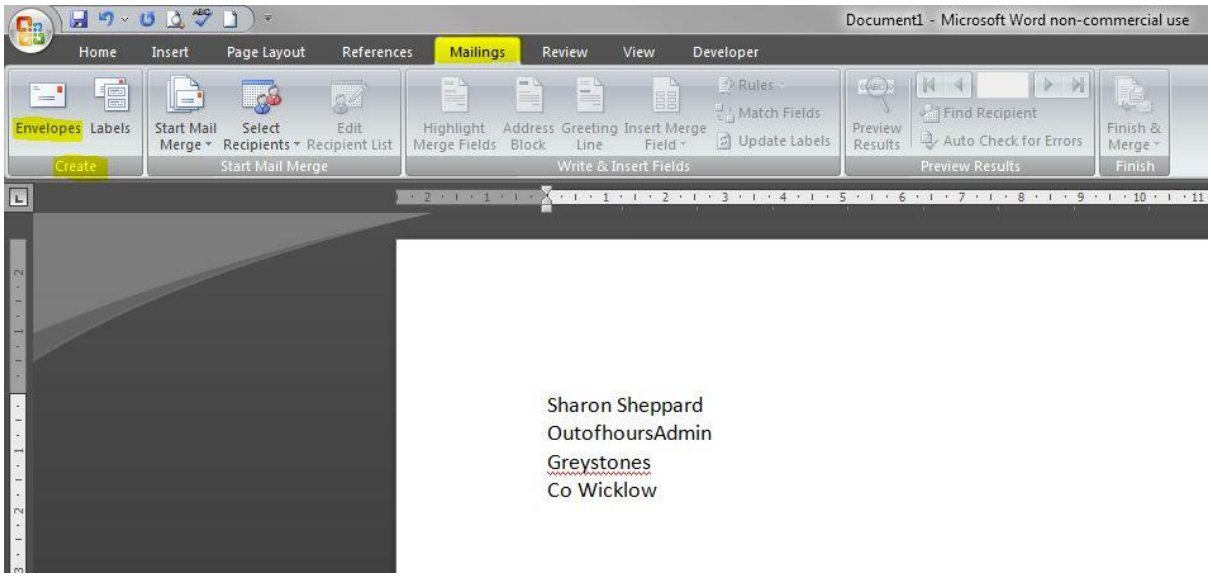
This guide shows you how to print the recipients address on the front of the envelope, and also how to print a return address, to make it look a bit more professional. I'm going to show you from scratch how to do one off envelopes.

First things first, you need to open up a new document in Microsoft Word. There are two ways of starting, you can either type out the recipient's address onto the document first…

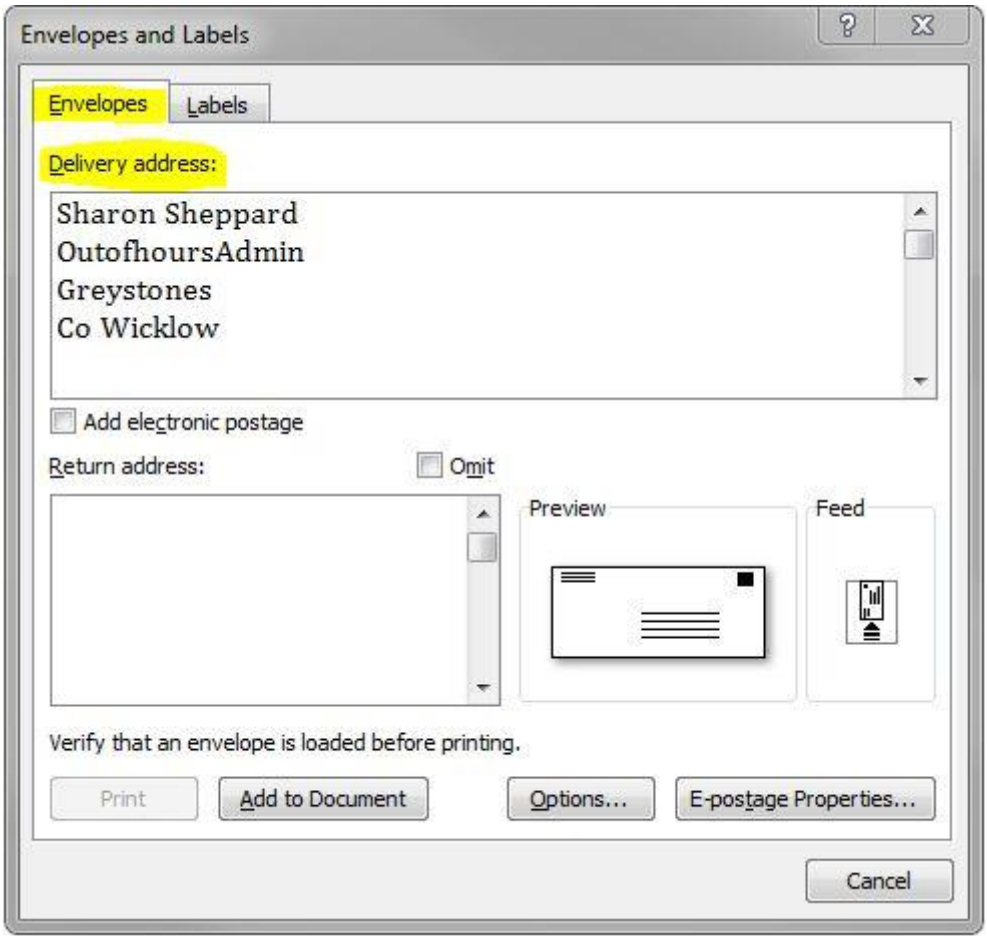


Or, you can enter the address at the next stage – it's entirely up to you.

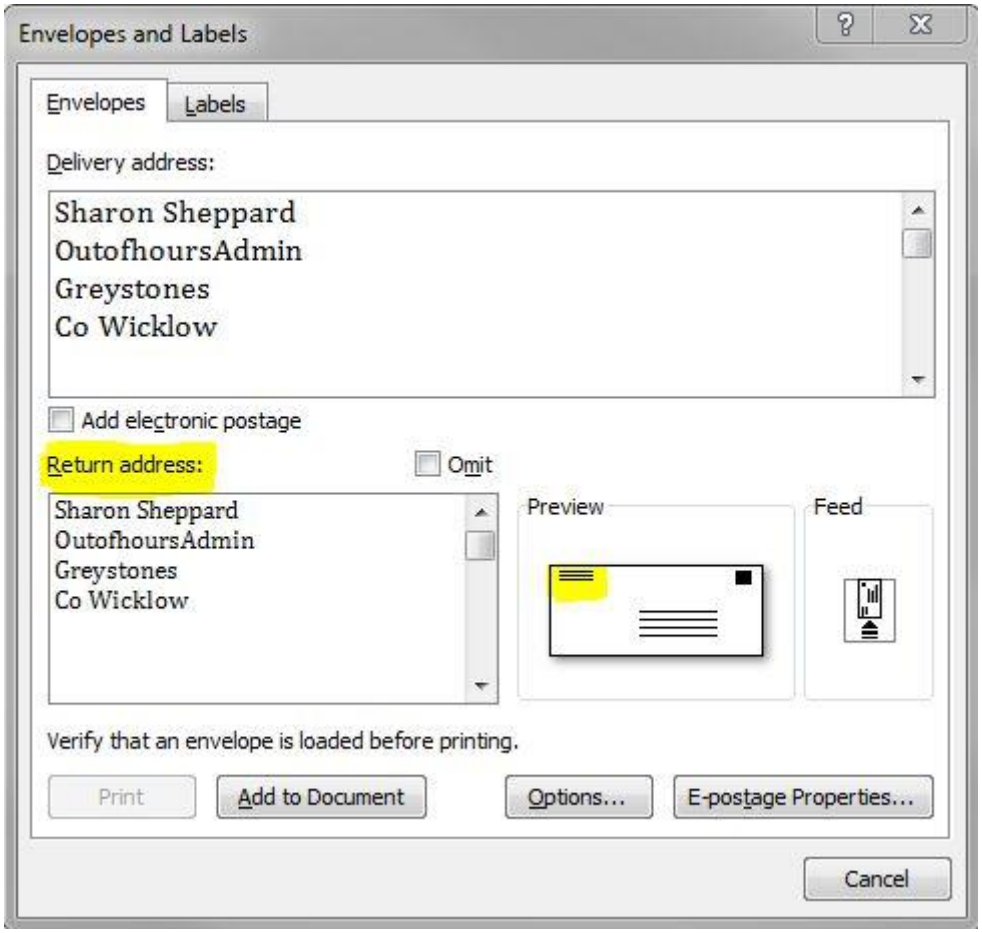
Click on **Mailings** on the Ribbon, and go to **Envelopes** in the **Create** section…



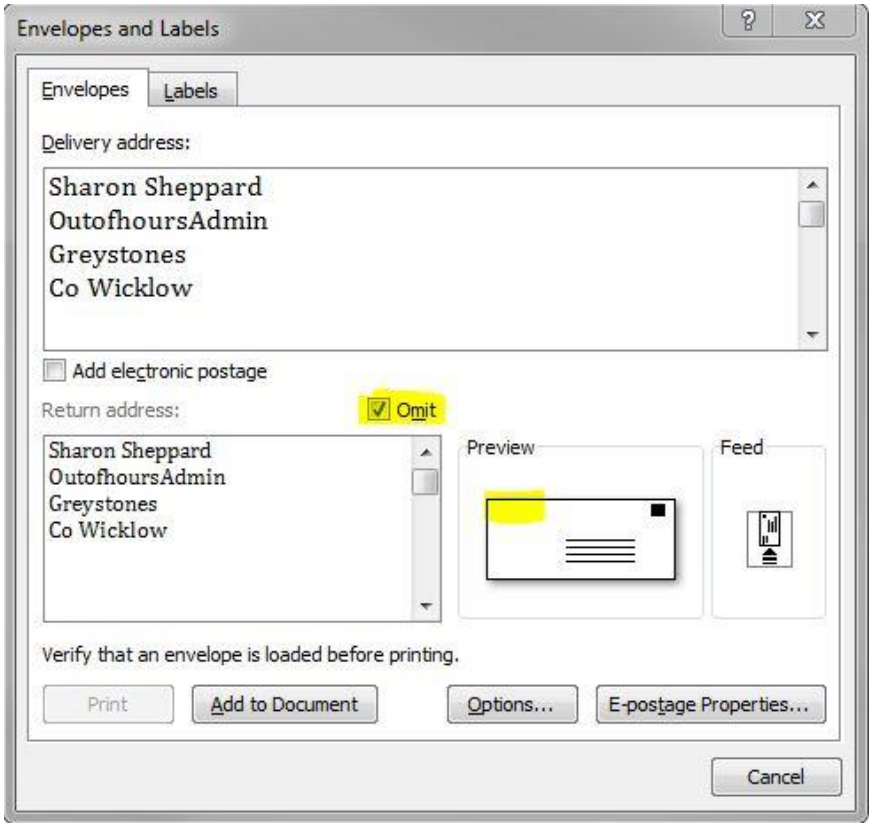
This will bring up the **Envelopes and Labels** dialog box. If you already typed out the address at the beginning, you'll notice that it's automatically added into the **Delivery address** section. If you didn't type the address, you can now type it directly into the **Delivery address** box…



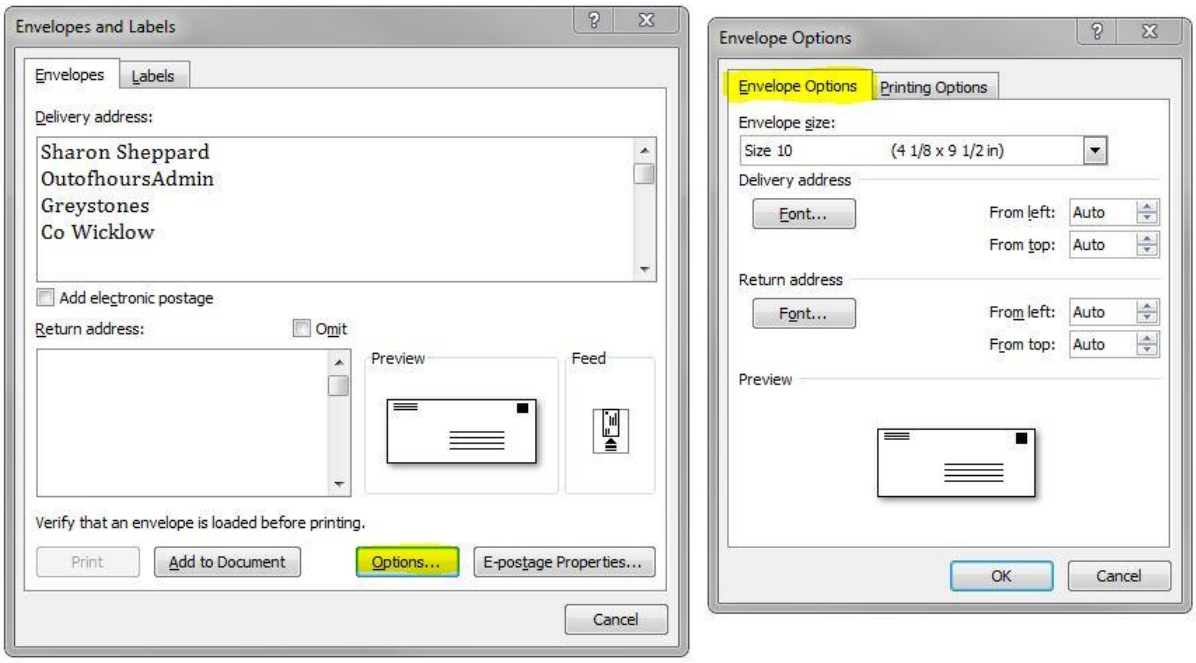
There's a handy preview showing you exactly what the envelope will look like. There's also an option to include a return address. If you want to add this, type out the address in the **Return address** section…



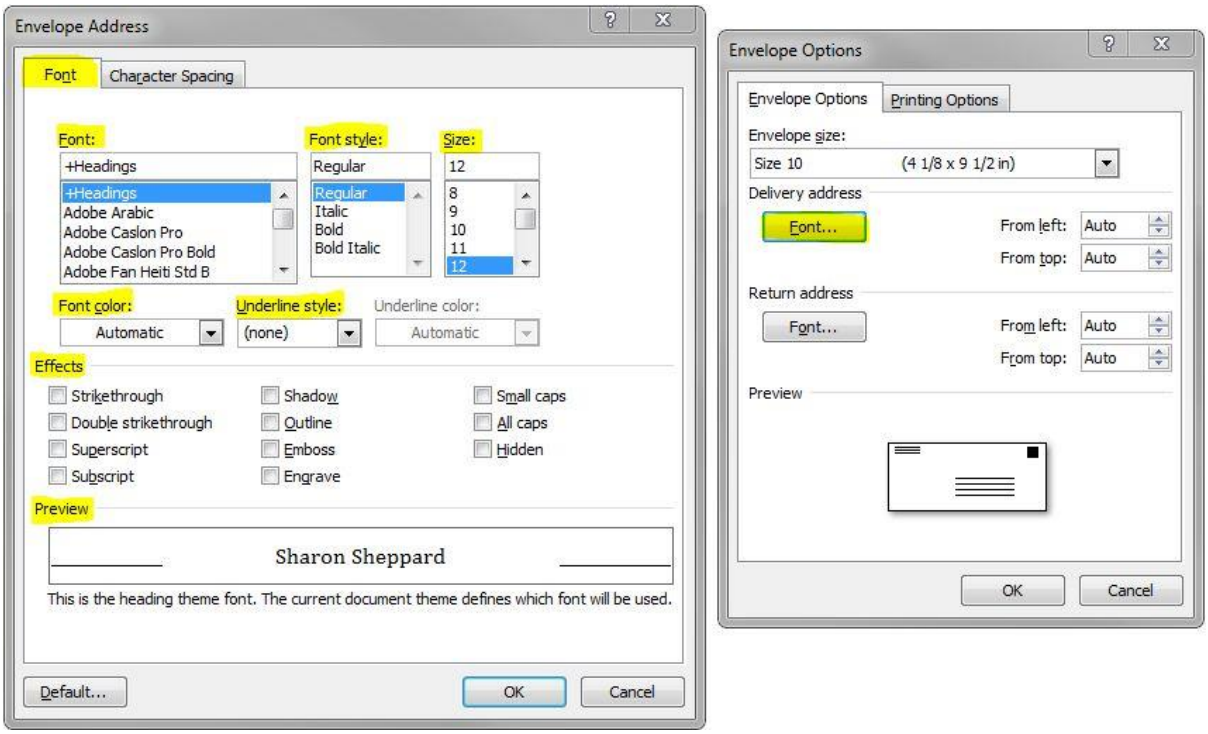
If you don't want to include a return address, tick the **Omit** box, and you'll notice that it disappears from the preview…



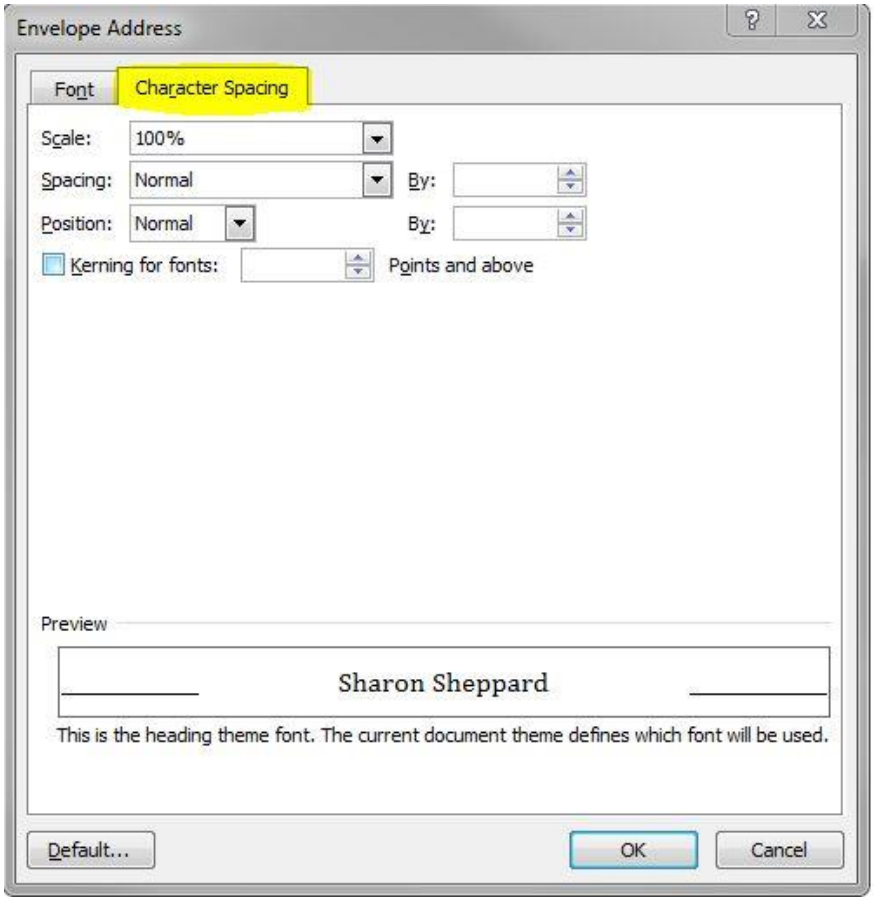
Next, you can change the font and style of the address, if you wish, by clicking on **Options**. This will bring up another dialog box which allows you to select the envelope size, the position of the address, and the font. Again, there is a handy preview for you to see the changes made…



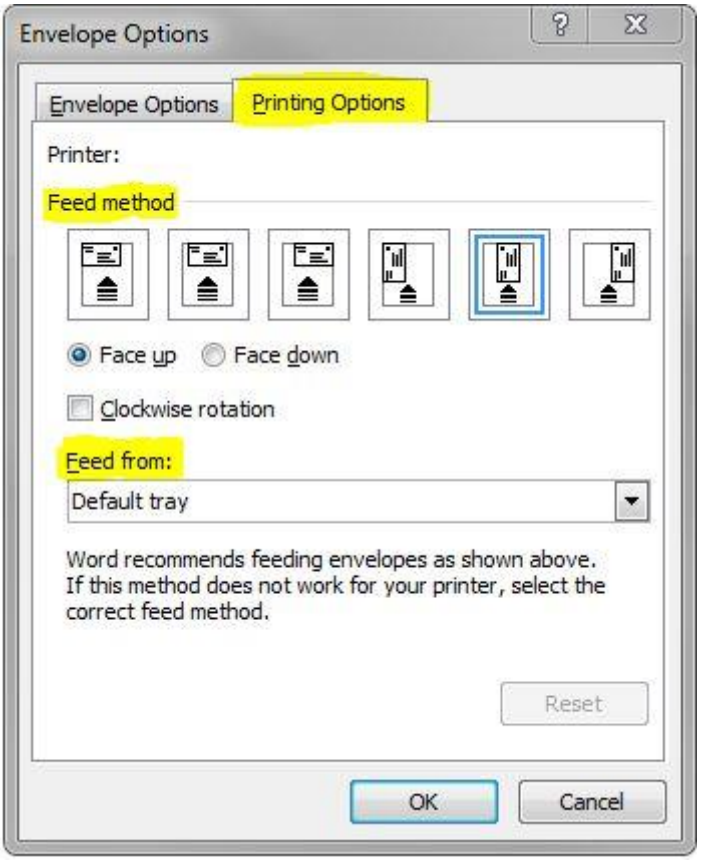
Clicking on **Font** for the delivery address and the return address (if applicable) allows you to change the colour, style, size and even the effect of the wording. A preview is, once again, shown so you can see what it will look like. Once done, click **Okay** and it will go back to the **Envelope Options** dialog box…



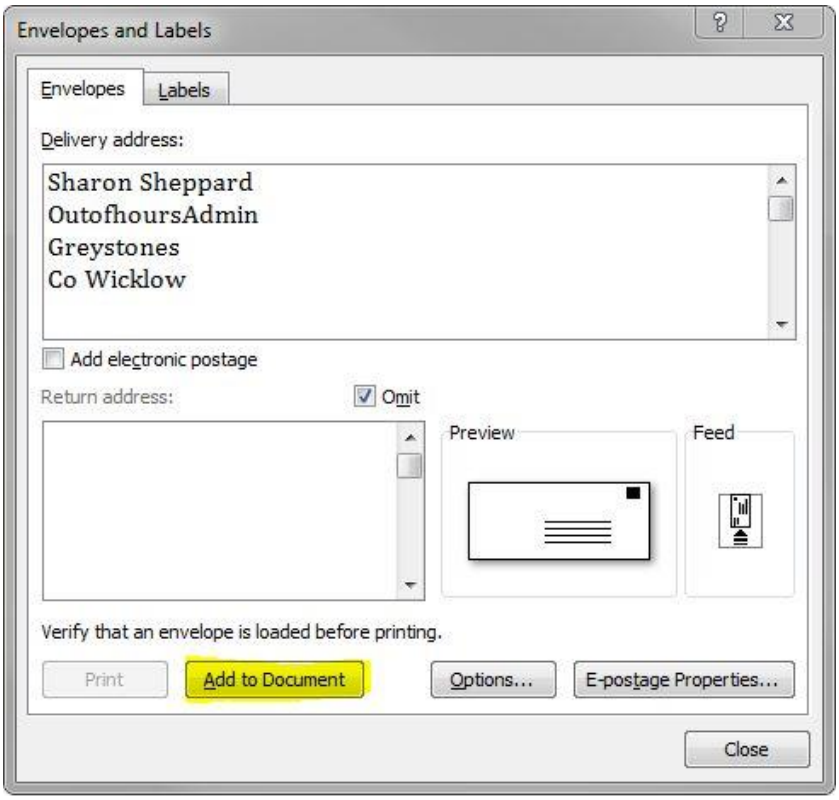
Another option is the **Character Spacing** where you can choose the scale of the wording, how condensed you want the lettering to be, whether you want the wording raised/lowered etc…



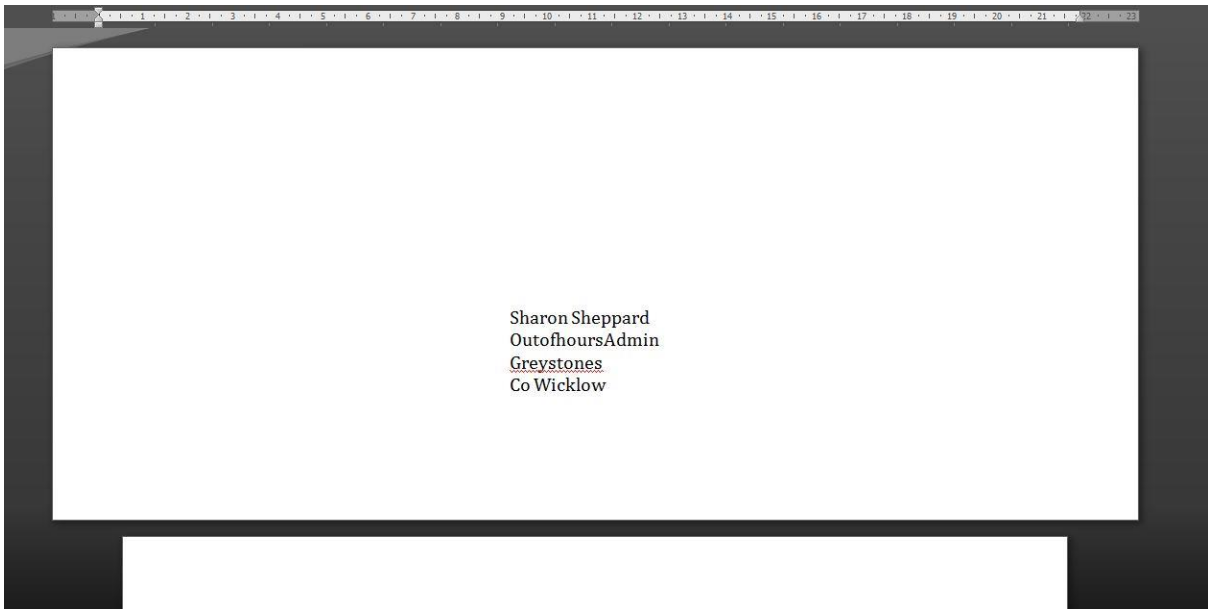
The next option to look at is the **Printing Options**. This will depend entirely on your printer set up as to whether you insert envelopes face up, face down, which tray to use etc…



Once you've chosen the right method for your printer, and you're happy with the envelope options, click **Okay**. If you want to see the actual envelope on screen, click on **Add to Document**…



…And the envelope appears on the screen

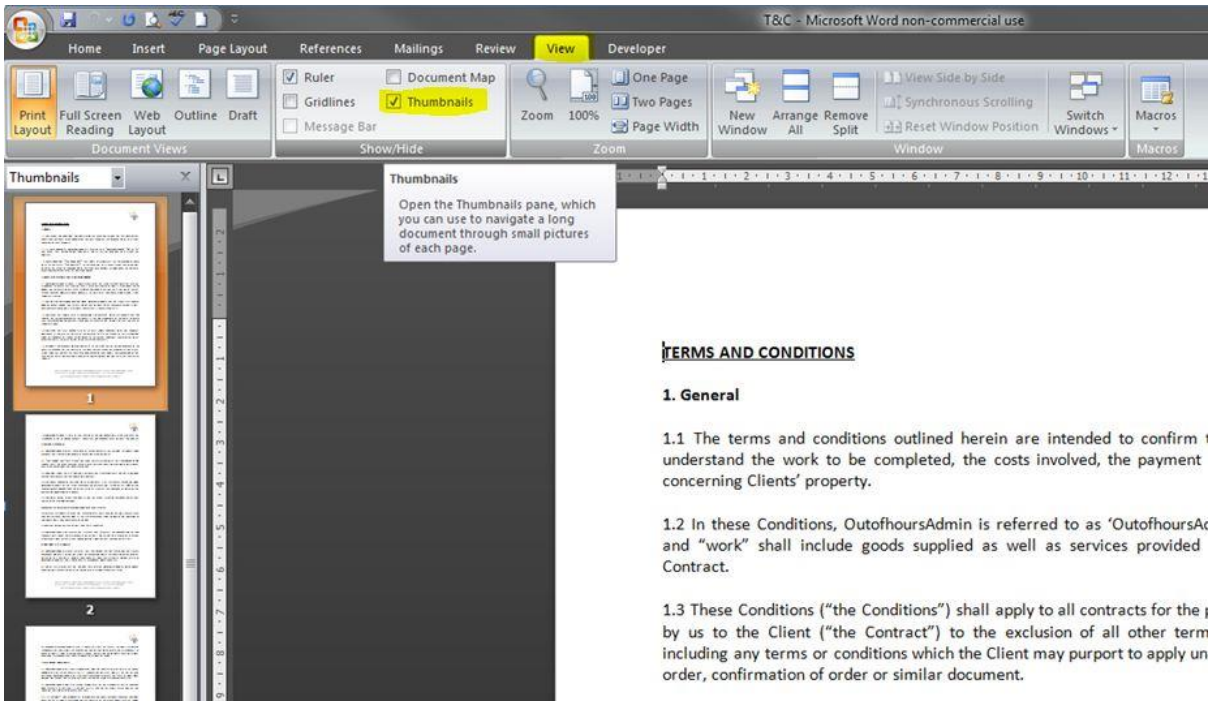


If you don't want to see the envelope on full screen, then you don't have to add to the document, instead press **Print** as long as an envelope is loaded into the printer

How To Change Orientation of Individual Pages

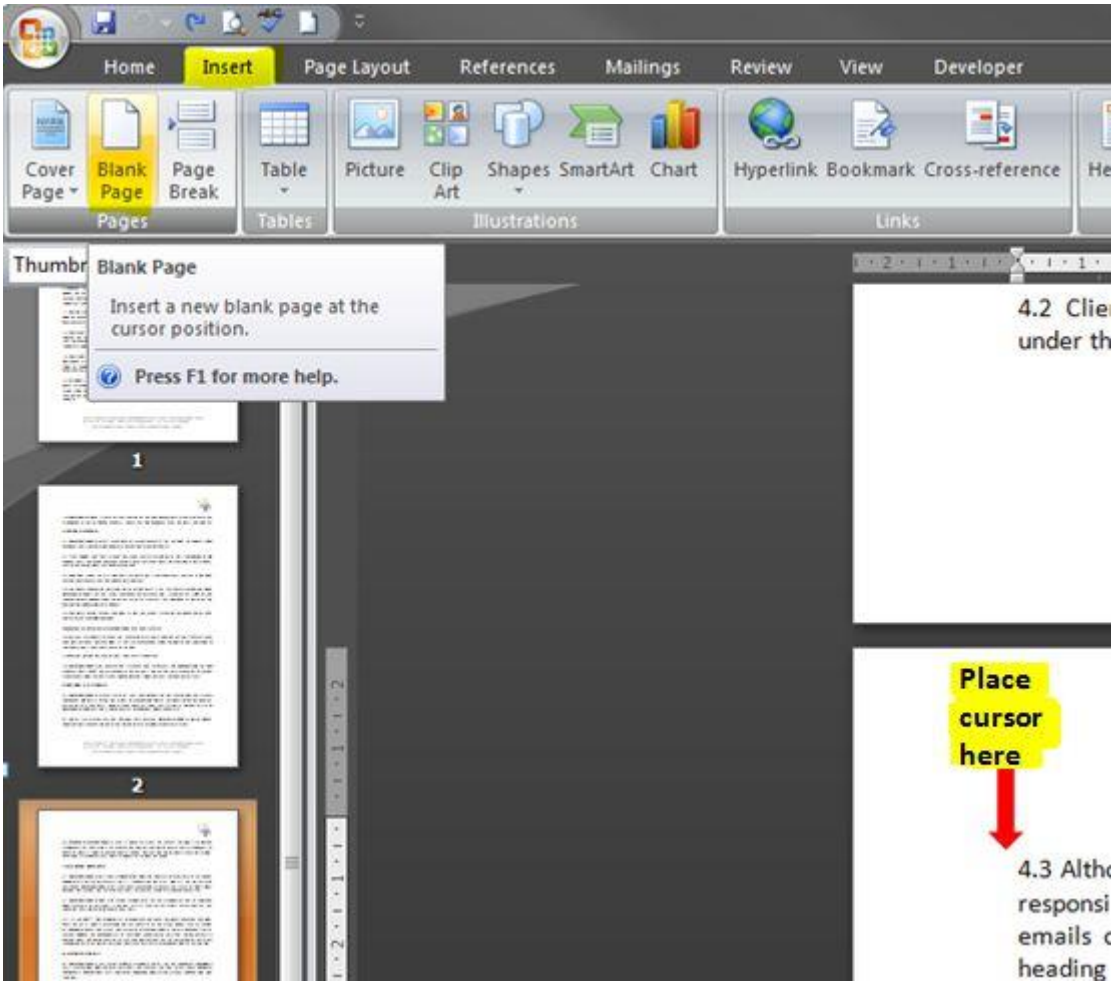
A client asked me a good question recently; she had a Word document that was portrait and she wanted to change the orientation to landscape for one of the pages halfway through. Sometimes a document needs to be both portrait and landscape, if it contains pictures or tables for example. Below is a quick guide on how to do this.

We'll take my terms and conditions as the document. At the moment it contains 3 pages of portrait orientation. To start off we'll make the thumbnails visible so it's easier to see the separate pages.

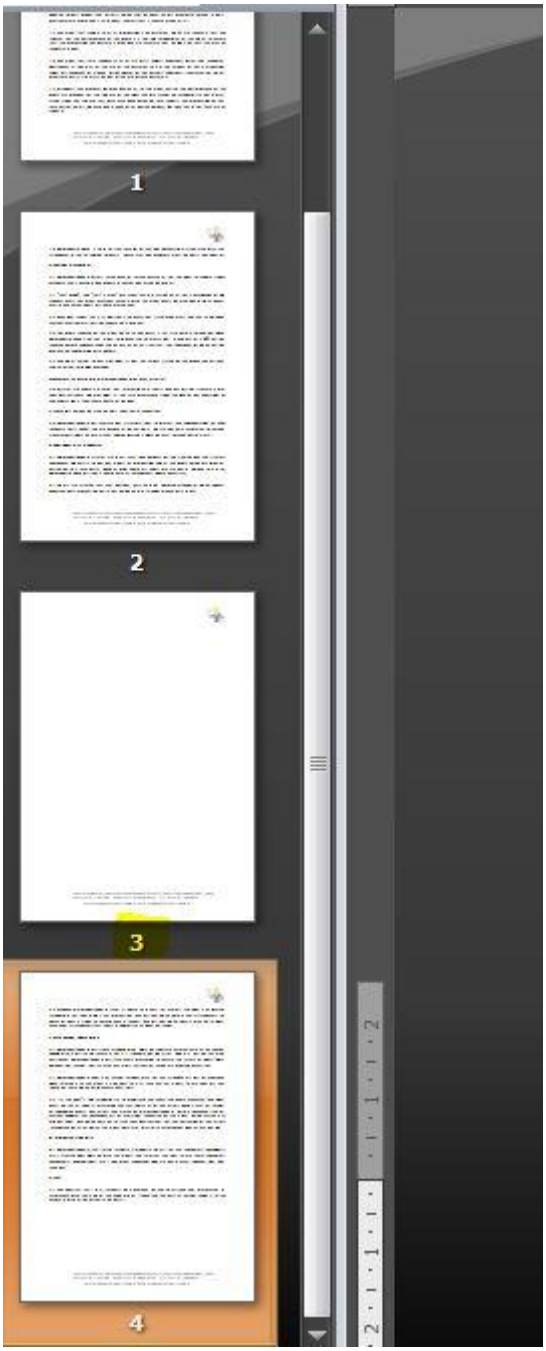


Let's say, for example, we want to insert a landscape page before page 3, how do we do that without changing the whole document?

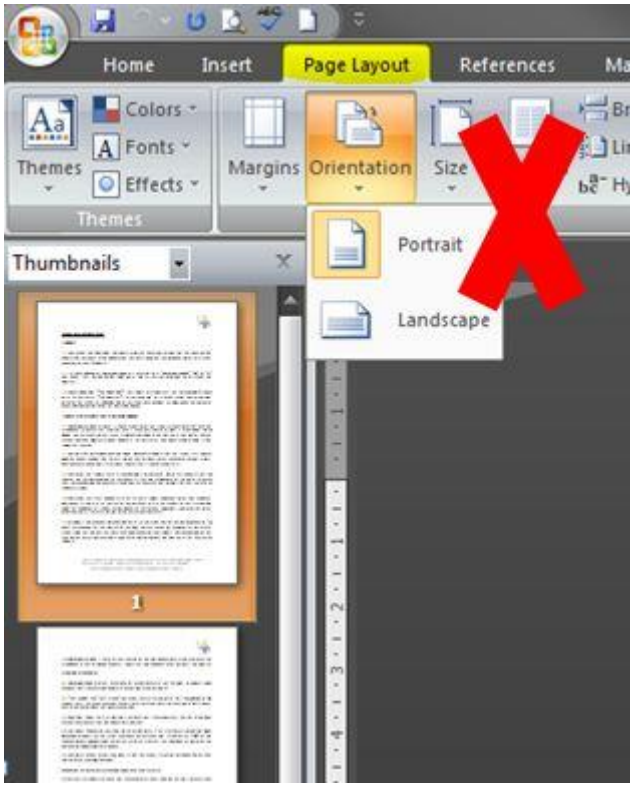
Firstly we need to insert a blank page, place the cursor at the beginning of the page where you want the new one to be – in this case we'll put the cursor at the beginning of page 3. Then go to **Insert** on the ribbon and click **Blank Page**.



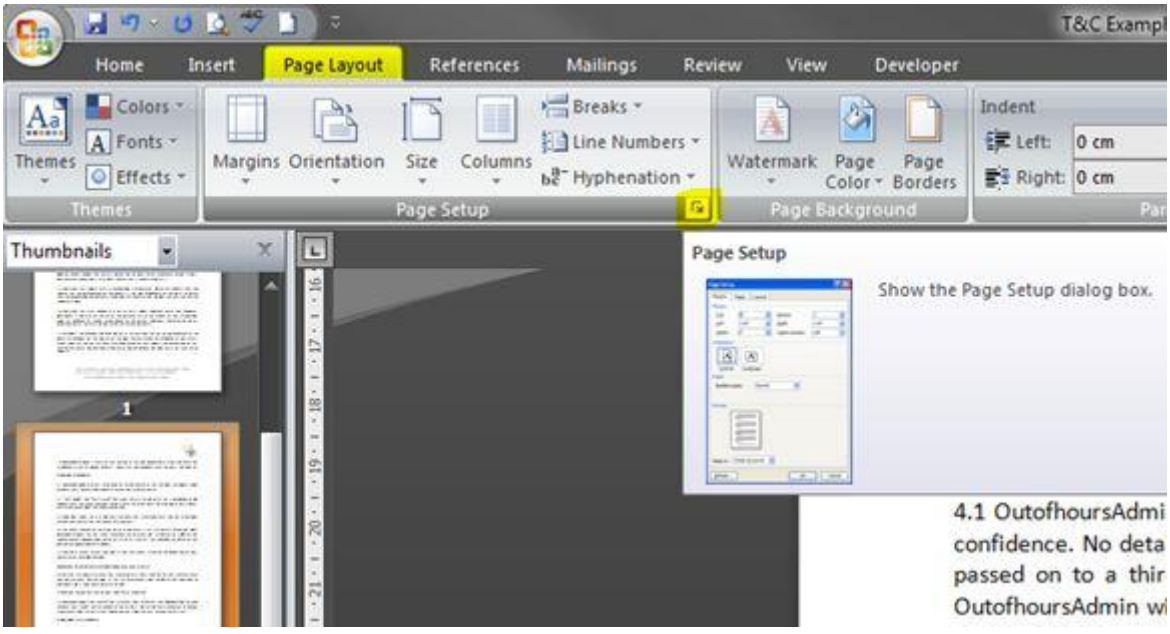
This will then insert a blank page before the page the cursor is on. As you can see by the thumbnails, the new page is automatically the same orientation as the one before (portrait).



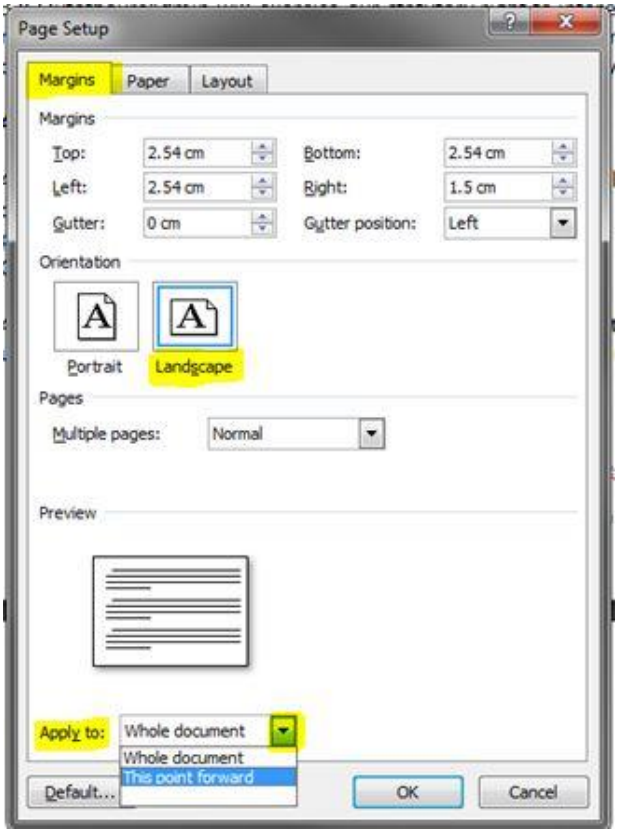
Changing the orientation of a page usually means going to **Page Layout** on the ribbon, clicking on **orientation** and selecting either portrait or landscape. However, this won't work in this case as we only want to change 1 page and this method applies to the whole document.



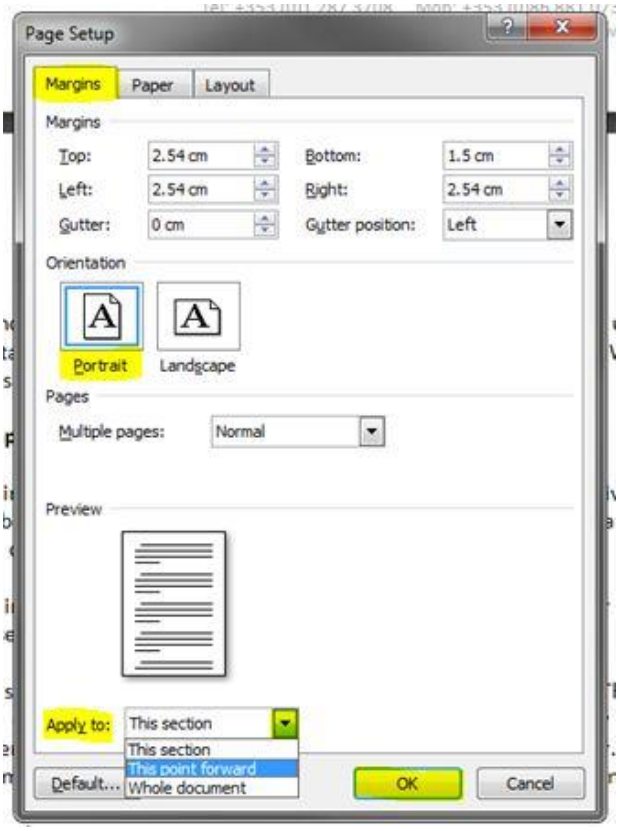
To change 1 page we first place the cursor after the last word of page 2 then expand the **Page Setup** menu by clicking on the little arrow in the bottom right corner of the **Page Setup** section in the **Page Layout** tab on the ribbon.



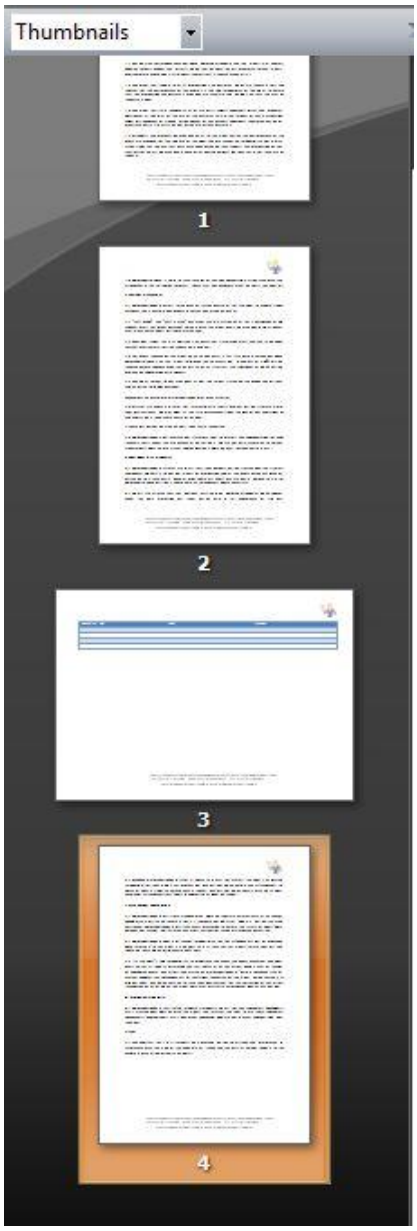
This opens up the **Page Setup** dialog box. Make sure the **Margins** tab is selected and click **Landscape** under **Orientation**. We can see the **Preview** at the bottom, it is still applying the changes to the whole document so we need to click on the drop down arrow next to **Apply To**, choose **This point forward** and click **OK**.



You'll see that page 3 has now changed to landscape, but so have the rest of the pages after it. Insert the picture, table or text that is going onto page 3 then place the cursor at the start of the next page and repeat the step above. Open the dialog box in **Page Setup**, click **Portrait**, choose **Apply to This point forward** and click **OK**. The rest of the pages should then go back to being portrait leaving you with just page 3 being landscape.



You can see from the thumbnail images if this has worked.



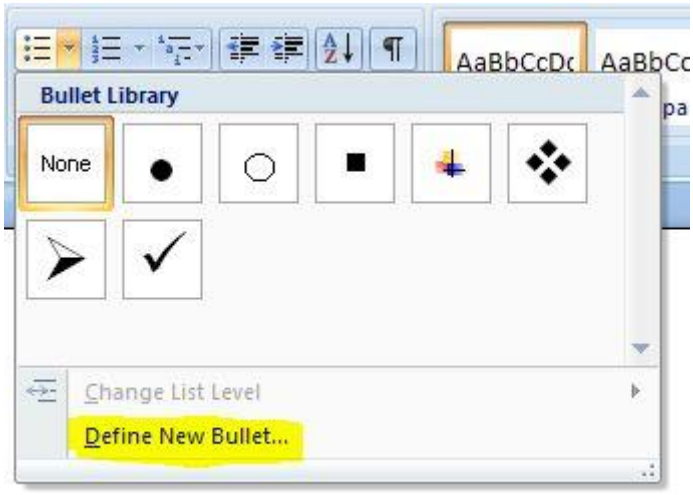
And that's it – how to change the orientation of individual pages within the same document.

How To Customise Bullet Points

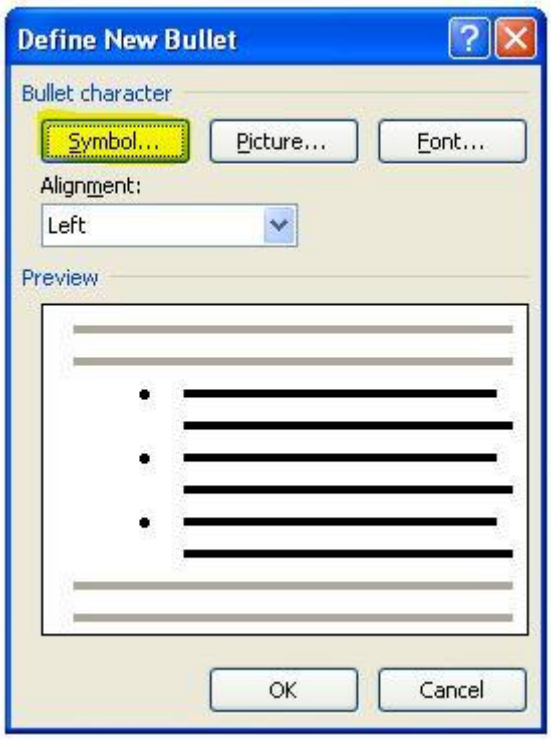
Bullet points are a great way of catching the reader's attention and also capturing the essential gist of a document, but you don't have to stick with the standard black round "bullet" point. There is a whole gallery of bullets which can be used to improve your document and show off a bit of creativity. Below is a short guide on how to do that.

Firstly, in the **Home** tab on the ribbon, go to the **Paragraph** section and click on the small drop down arrow to the right of the bullets icon…

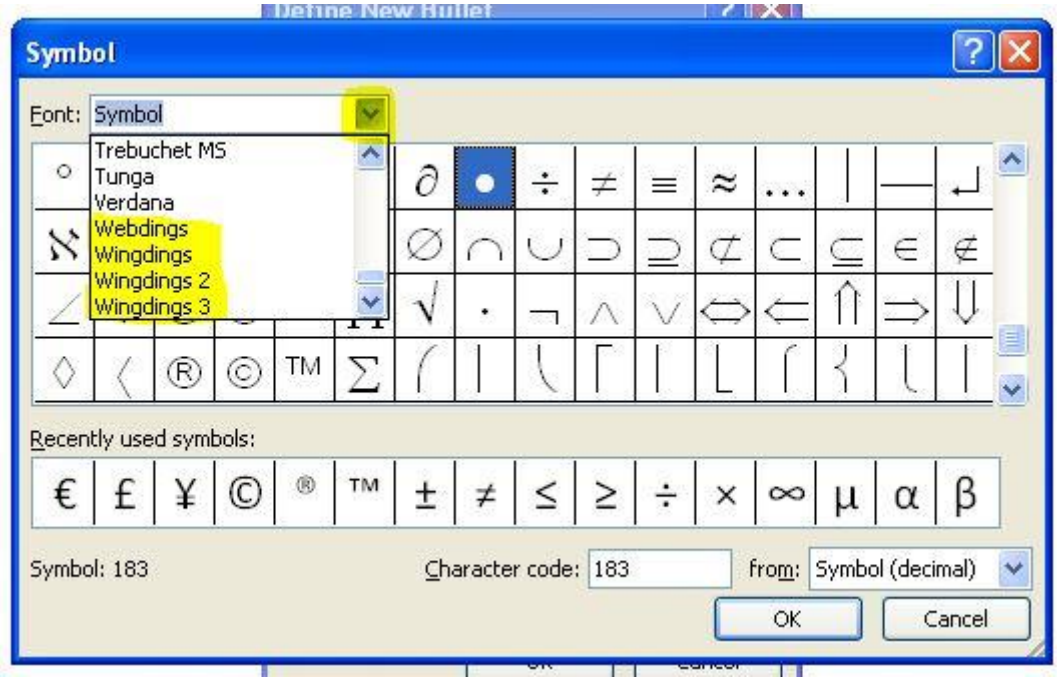
Click on **Define New Bullet**…



Then click on **Symbol** to choose any symbol you like to get a new bullet…

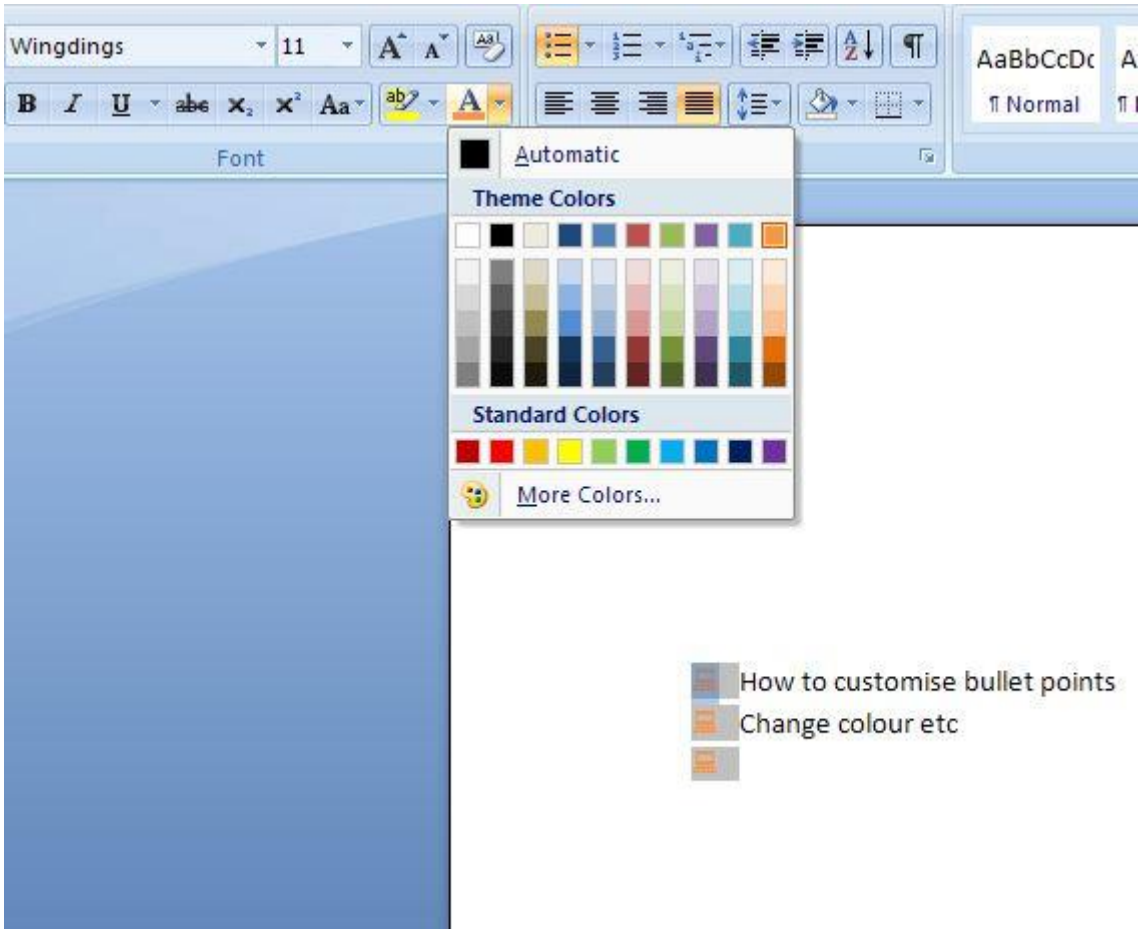


If you don't like any of those symbols, you can also select any from **Webdings** and **Wingdings** by clicking on the drop down arrow…

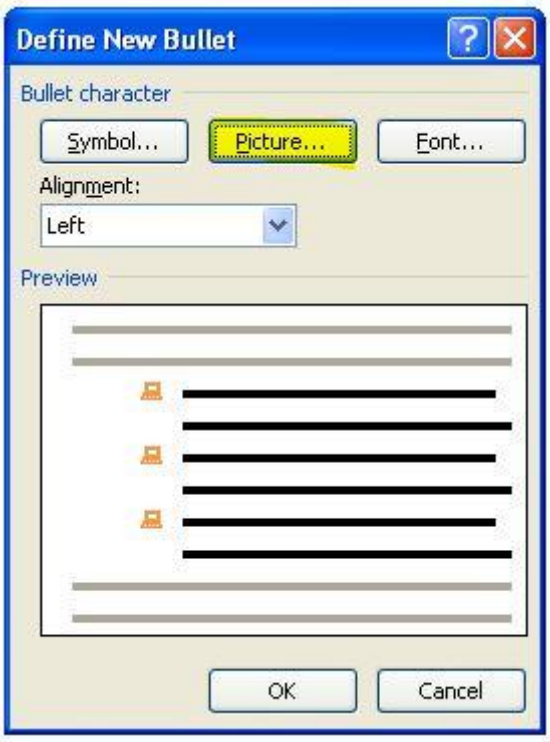


Click on **OK** to set your new choice of bullet.

You can also change the colour and size of the bullet (the same as you would text)…



Alternatively, instead of clicking on **Symbol** in the **Define New Bullet** dialog box, you can choose a picture from the large gallery…



Type in what you are looking for, tick the box to include content from Office Online, and press **Go**…

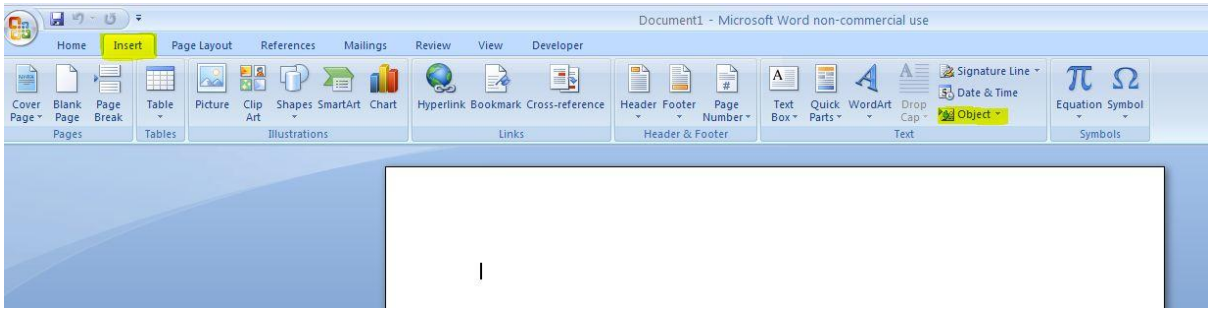
Click on **OK** to add it the bullet library, or you can import it to an external file.

And that's it! The next time you're putting together a presentation or document, try adding your own bullet to give it more of a unique feel.

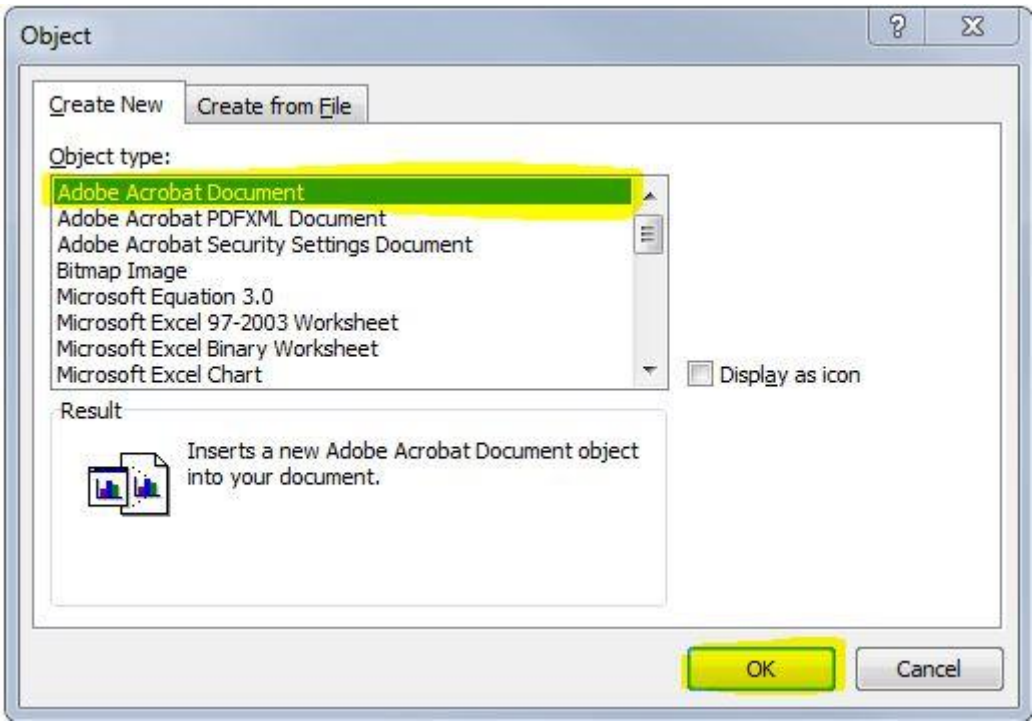
How To Insert a PDF Page Into a Word Document

I was recently asked how to insert a pdf document into a Word document, so I thought I'd share this quick tip.

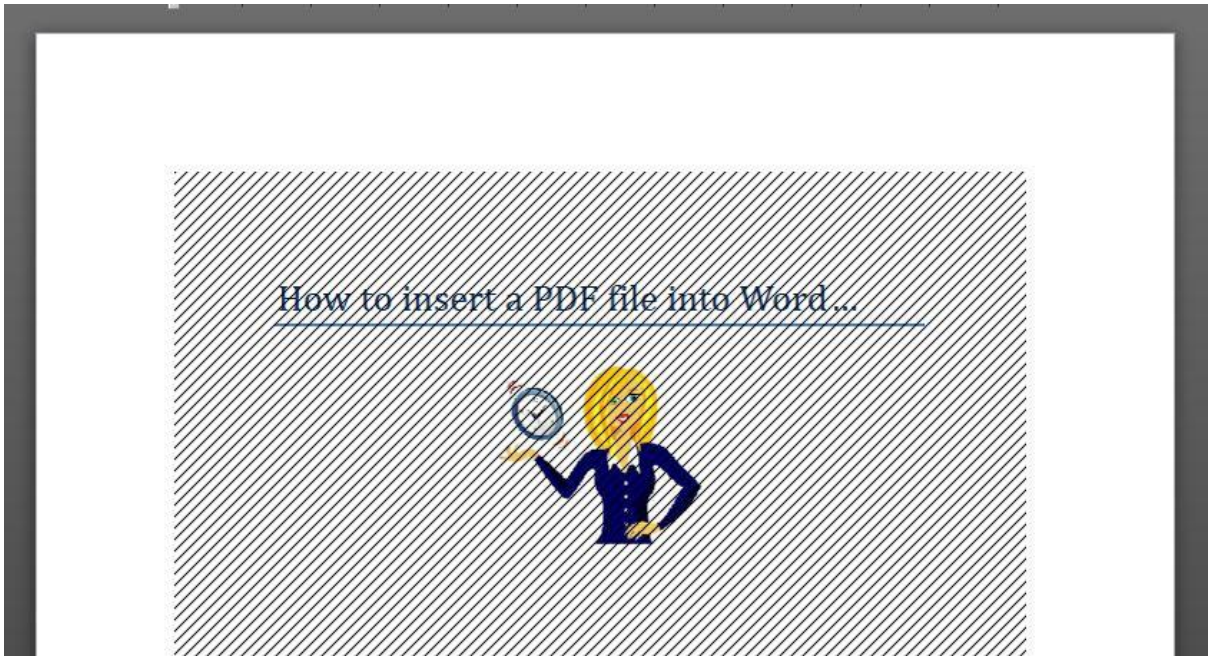
Firstly in Word, place your cursor where you want the pdf document to go, click **Insert** on the ribbon, and click on **Object** (in the **Text** section)…



Choose **Adobe Acrobat Document** and click **OK**…



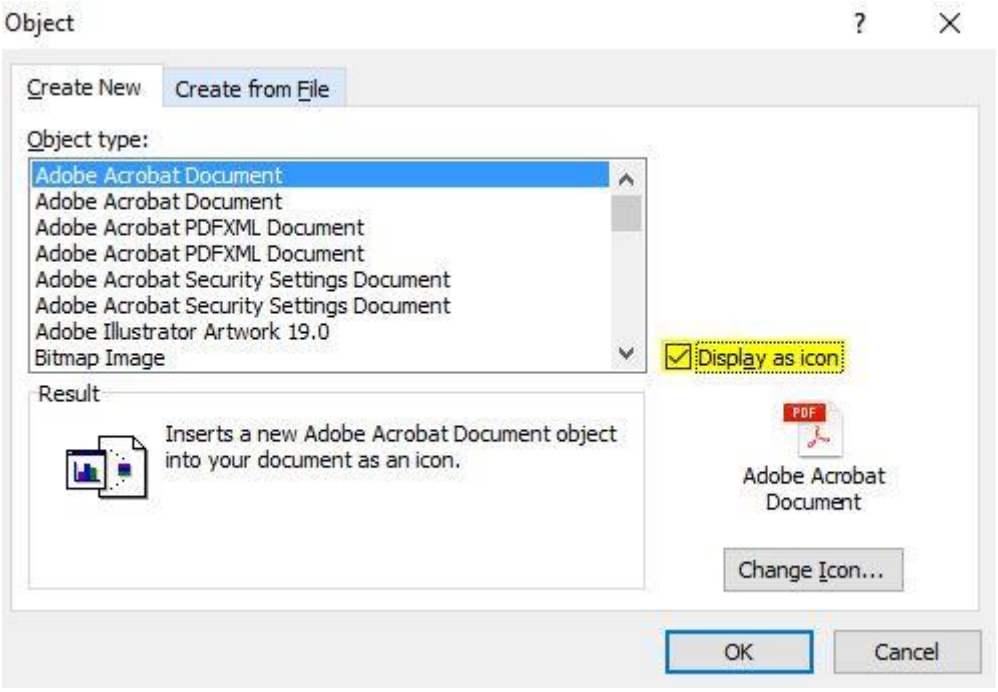
Go to where the pdf is located, and click **Open**, this will then insert the pdf page into your Word document. You'll notice that it's covered in diagonal lines…



This is because the pdf document is open as well. As soon as you close the pdf file, the lines will disappear. If you want to open the pdf at any time, double click on the page you inserted.

A word of warning though, this only works for the first page of the pdf document, it will not insert more than the first page. Unfortunately it doesn't look like Word has the capacity to insert more than the first page. One way around this is to take screenshots of the pdf pages and insert them as pictures, but this can be very time-consuming if you have lots of pages!

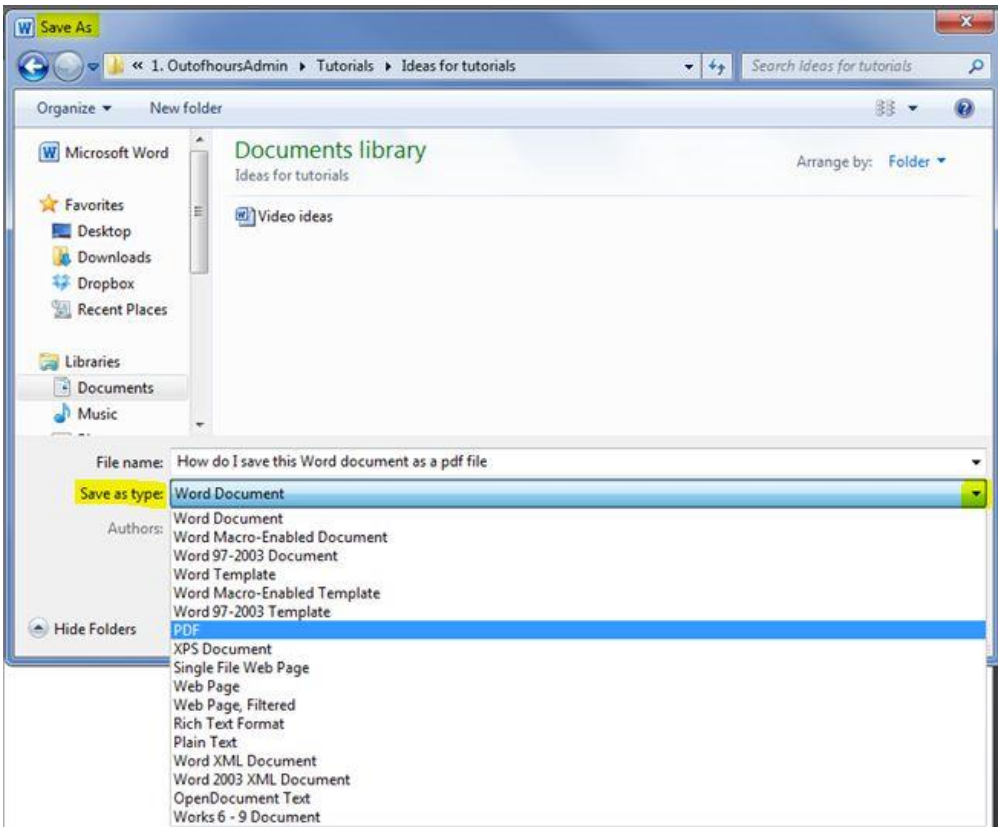
Another way is to tick the box Display as icon in the Object dialog box, this will insert the PDF icon as a link within the document…



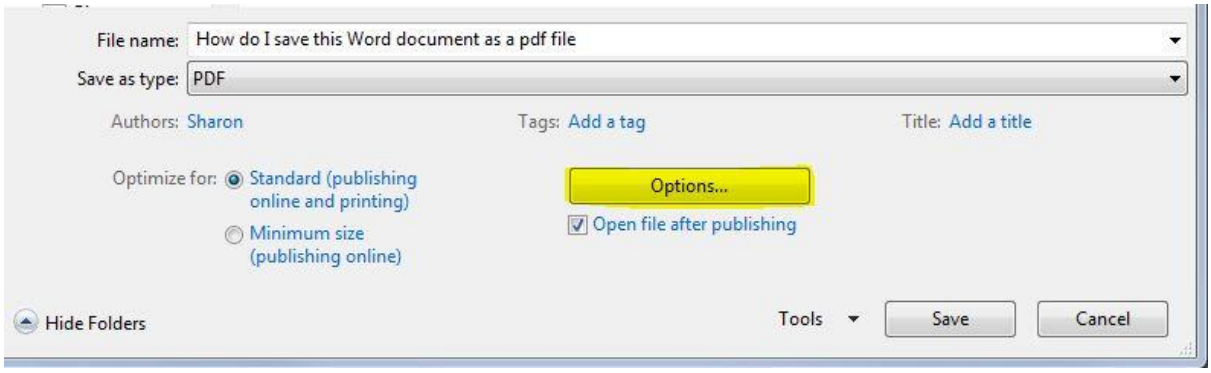
How To Save & Password Protect a PDF Document From Word

This quick tutorial is thanks to a question asked by a client last week, she had a Word document that she wanted to save as a pdf document but also wanted to password protect it and didn't know how.

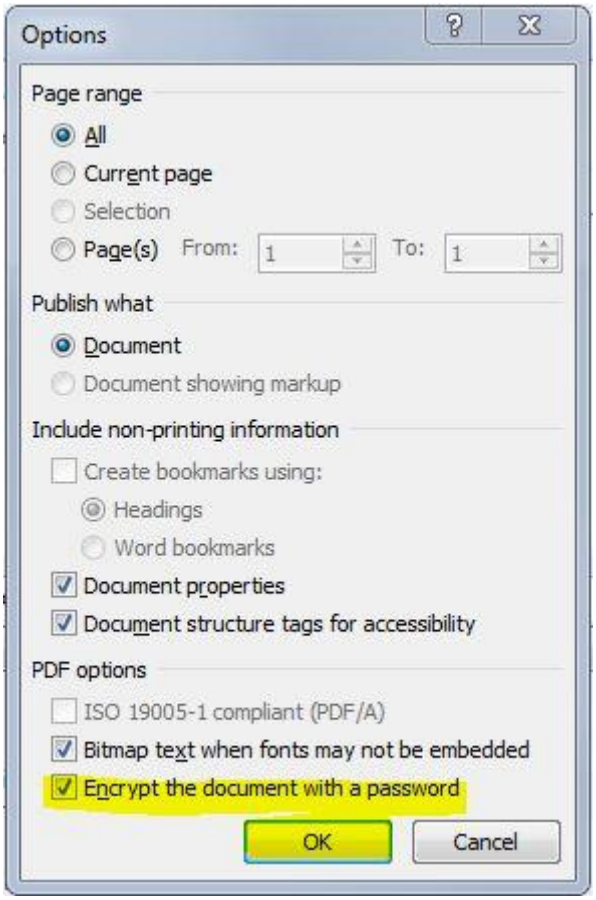
Firstly click on **Save As**, which will open up the Save As dialog box, click on the drop down arrow under **Save as type**:, and choose **PDF**…



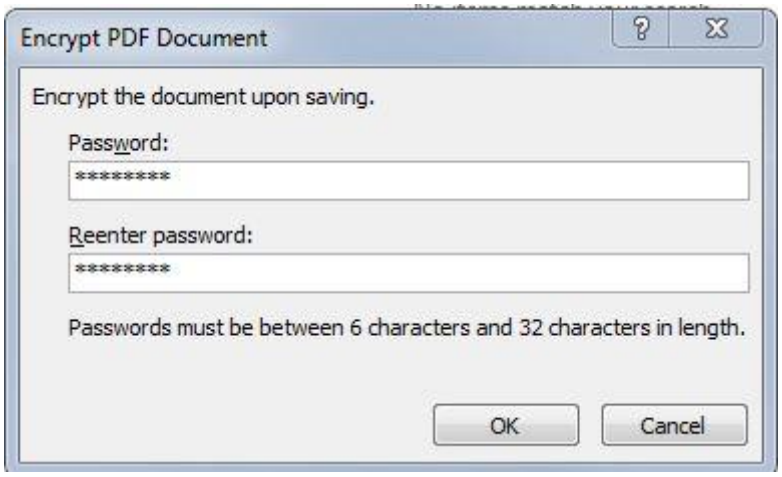
Click on **Options**…



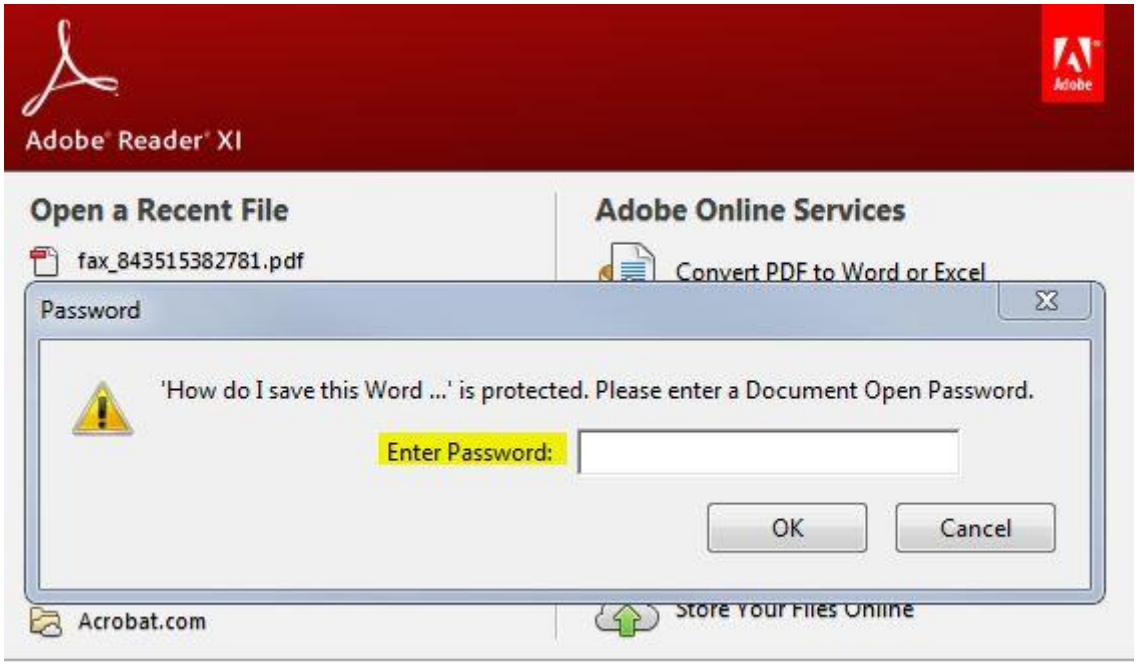
This will open another dialog box, tick the box marked **Encrypt the document with a password**, and click **OK**…



Type in your password (twice) and click **OK**…



Then click **Save**. This should then automatically try to open the pdf file but will ask you for a password first…



Type in your password and it will then open the pdf file.

Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

Unfortunately I won't be adding any more tutorials for MS Word 2007, however please keep checking back on my blog for any other tutorials that might come in handy.

If you find you need any help with MS Office, feel free to contact me via OutofhoursAdmin.

Thanks again,

Sharon