Tablet PC Functionality in Word 2007
By Scott Badger

Panning Hand

2. Open an existing Word file.

3. Notice the hand icon at the top of the horizontal ruler.
4. Click the Panning Hand icon to turn it on.
5. Place the tablet pen cursor back in your document window and notice that the tablet pen cursor has turned into a hand.

6. When you want to enter in new text or modify the document, click the Panning Hand button to turn it off.
Marking Up a Word 2007 Document

In Word 2007, you will find the Ink group located on the Reviewing ribbon when you’re using a Tablet PC. You will find commands within Ink group that will allow you to add markup to your document. The markup will be saved with the document so the original owner will see the markup.

7. Click Start Inking.

8. The Pens contextual tab is now showing for the Ink Tools ribbon. Notice that you have a Select, Pens, Format, and Close group.

Assignment 1

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

9. Select the Felt Tip Pen and with your Tablet Pen markup up your document.
You can also us the Ballpoint Pen and Highlighter to markup your document.

If you make a mistake or you just want to remove a markup, select Eraser.

Place your Tablet Pen cursor back on your document and notice that the cursor has turned into an eraser. Click on the letter or highlighted area that you want to remove.

The Format group contains commands that allow you to change the color and weight of your ballpoint pen and felt tip pen writing.