

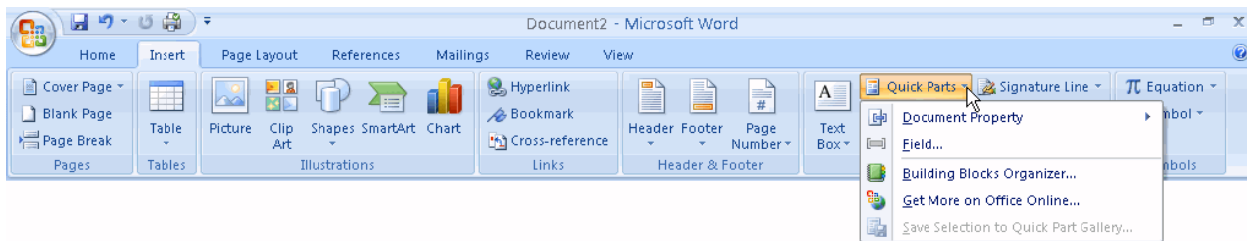
Microsoft Word 2007 Quick Parts

What are Quick Parts?

Word 2007 Quick Parts are pieces of information that are repeatedly entered into documents. Instead of always typing the repeated information, users can type it once, select it and save it as a quick part. Once saved; this quick part/piece of information can be used in other documents with just a few clicks of the mouse. Types of quick parts include: headers, footers, watermarks, auto text, and document properties.

Inserting Quick Parts

1. Click on the **Insert** tab on the ribbon.
2. Click on the **Quick Parts** button.
3. Choose the type of **quick part** you wish to use in your document.
4. Once you have chosen your quick part option it will automatically appear in your document.



Something to Remember About Quick Parts

- The Document Property option allows you to insert controls with information about the document. The document properties come from the properties in the Office Menu so if that information is not up-to-date, neither is the quick part information.

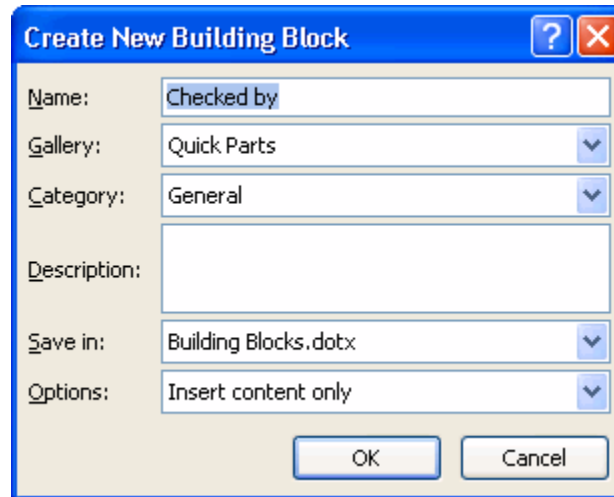
Adding Customized Quick Parts

1. Select the **text** you want to add as a quick part.
2. Click the **Quick Parts** button on the Insert tab.



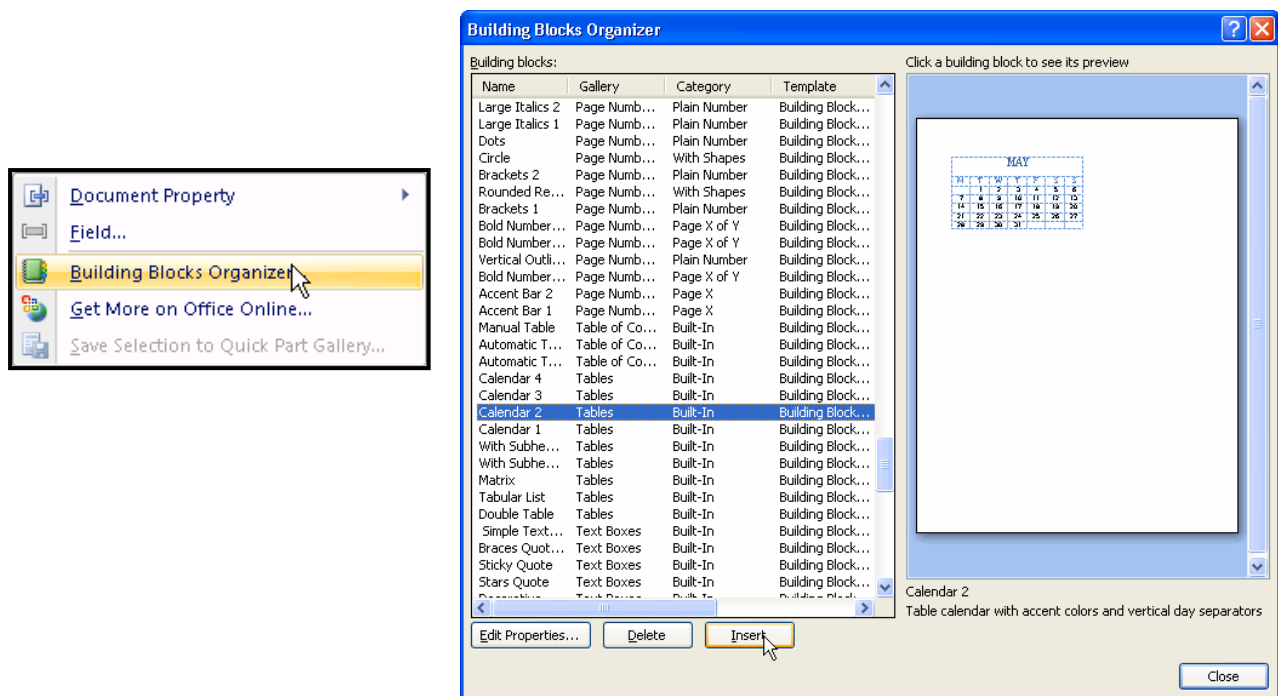
Creating Quick Parts Continued...

3. Click **Save selection to Quick Part gallery**.
4. Name the **Quick Part** and the next time you need it you will find it in the Quick Part Gallery.



Using the Building Blocks Organizer

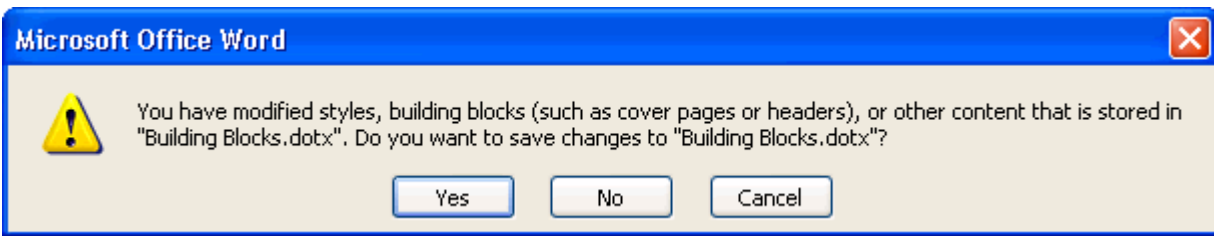
The Building Blocks Organizer helps you to organize and keep track of all the Building Blocks in Word 2007. The items in the Building Blocks Organizer dialog box are arranged into categories. This becomes important when trying to find custom Quick Parts or any others you may need to find.



- The left side of the organizer lists all the available Building Blocks and their properties.
- The right side of the organizer displays an example of what that Building Block looks like when inserted into a document.
- At the bottom of the dialog box there are buttons which allow Building Blocks to be edited, deleted, or inserted.

Message received when exiting Word after using Building Blocks/Quick Parts:

- All the Building Blocks found in Word 2007 are saved in a template called “**Building Blocks.dotx**”. Because they are contained in a template, the following prompt may appear when closing documents or exiting word.

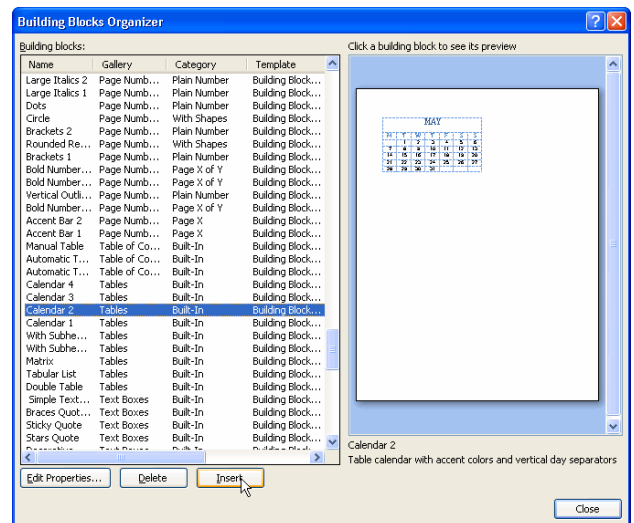
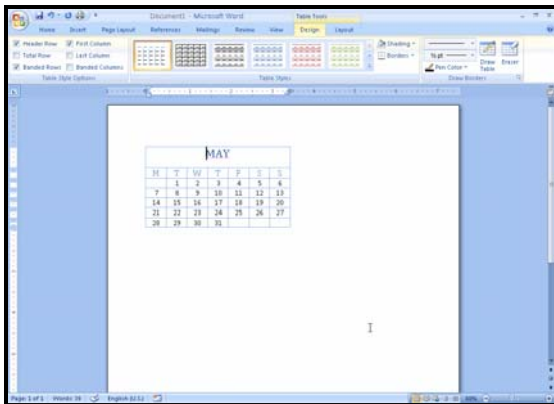


- To save changes or custom Building Blocks, *click* the **Yes** button.

Inserting a Building Block

1. Click on the **Insert** tab.
2. Click on the **Quick Parts** button.
3. Choose **Building Blocks Organizer**.
4. Pick the **type of Building Block** that you want.
5. Choose the **style** that you want.
6. Click **Insert**.

Once the dialog box closes, your Building Block will appear in your document.



Examples of When to Use Quick Parts

- Company logo or information
- Mission statements
- Staff roster
- Specific report cover type
 - (report cover type you create specifically for the college or your dept.)
- Re-used paragraphs for form letters