



Building Blocks

Getting Started with Building Blocks

Building Blocks in Microsoft Word 2007 streamline and automate repetitive tasks to help you produce professional-looking documents with little time investment. Building Blocks are pre-designed Quick Parts, such as cover pages, headers, footers, and text boxes, that you can insert into your document immediately. Once a Building Block is inserted, you can easily customize it to suit your needs. You can also save a section of a

document that you use regularly, such as a legal clause or title page, as a new Quick Part for use in future documents. Rely on Building Blocks to keep your Word documents consistent and well-organized!

Note: Since some basic knowledge of Word 2007 is assumed, those in need of a starter guide are referred to the *Word 2007 Quick Reference Guide* by Nevada Learning Series.

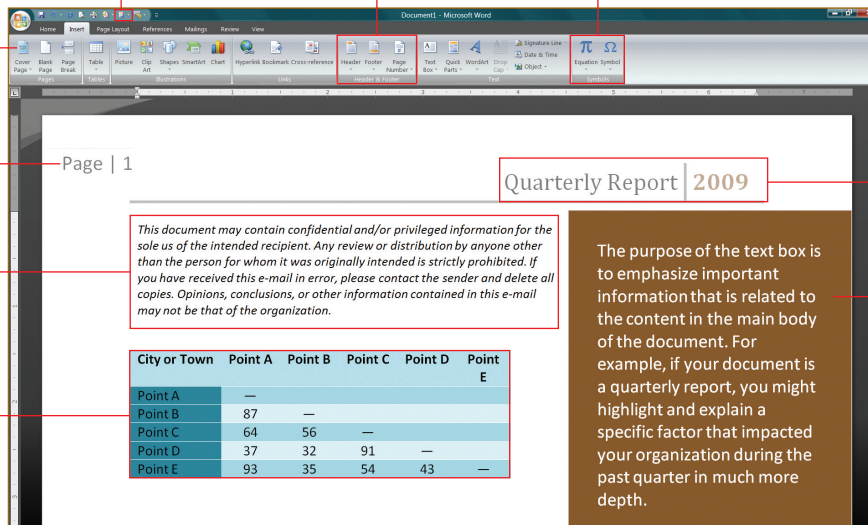
Quick Parts icon on the Quick Access Toolbar. See *To add Quick Parts to the Quick Access Toolbar*, page 2.

Headers, footers, and page numbers. See *To insert a header, footer, or page number*, page 3.

Equations and Symbols. See *Working with Equations and Symbols*, page 4.

Cover Pages. See *To insert a cover page*, page 4.

Page number



Create your own Building Block Quick Parts. See *Creating Quick Parts*, page 6.

A table. See *To insert a built-in Quick Table*, page 5.

Quarterly Report | 2009

Header

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City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—	—	—	—	—
Point B	87	—	—	—	—
Point C	64	56	—	—	—
Point D	37	32	91	—	—
Point E	93	35	54	43	—

The purpose of the text box is to emphasize important information that is related to the content in the main body of the document. For example, if your document is a quarterly report, you might highlight and explain a specific factor that impacted your organization during the past quarter in much more depth.

Text box. See *To insert a built-in text box*, page 5.

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