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Microsoft Word 2007 User Guide

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User manual Microsoft Word 2007 (140 pages)

Microsoft Word 2007 This guide will help you to take advantage of some of the more advanced tools that Microsoft Word 2007 has available. To navigate this guide, it is essential for you to be familiar with some of the basic concepts about the program. In this guide, you will learn how to: Work with Quick Styles.

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longer there. Most importantly, the FILE MENU is missing. This is the most disconcerting issue for new users, but fear not! All of the features that you usually found in the FILE MENU are now behind the ubiquitous OFFICE BUTTON (circled below).

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How to Use Microsoft Word 2007: 9 Steps (with Pictures

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Microsoft Word 2007 | Microsoft Office

Of course, the application suite includes the most famous word processor which supports text formatting while the Excel

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- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

What is Microsoft Word?

4.0.1 Introduction to Microsoft Word Student Manual

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Microsoft Word - Word Processing Software | Office

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