

Microsoft Word 2007 Study Guide

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Starting Word Ready? Then I ' ll show you how to start Microsoft Word: 1.

Click the Start button - the Start menu appears 2. Point to the entry for All Programs 3. Click on the entry for Microsoft Office – Word 2007 The Microsoft Word program will load, and a blank document will appear on your screen. When you need help

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How To Use Microsoft Word 2007 - Simmons University

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.

[Introduction to MS WORD 2007](#)

Microsoft Office 2007 (codenamed Office 12) is a version

of Microsoft Office, a family of office suites and

productivity software for Windows, developed and

published by Microsoft. It was released to manufacturing

on November 3, 2006; [6] it was subsequently made

available to volume license customers on November 30,

2006, [7] [8] and later to retail on January 30, 2007, [1]

the same respective release dates of Windows Vista .

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most commonly used text editor for both individuals and

organizations. In this lesson, we'll focus on learning the

fundamentals of ...

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Microsoft Word 2007 | User manual in PDF

Word 2007 includes the clever mini toolbar. Highlight text and point the

cursor at it, and a nearly transparent mini toolbar appears above the text, with

a set of commands relevant to the text you've chosen. Move your cursor to

the mini toolbar and it becomes solid; click a command to use it.

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Microsoft Office Word 2010 allows you to create and edit

personal and business documents, such as letters, reports,

invoices, emails and books. By default, documents saved in Word

2010 are saved with the .docx extension. Microsoft Word can be

used for the following purposes ?

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