

Microsoft Word 2007 Introduction

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I. Overview of Basic Tasks

The information included in this Word training will apply to other Office 2007 applications, including PowerPoint, Publisher, Excel, and Outlook.

A. Microsoft Office Button

1. The **Microsoft Office Button** is in the top left corner of the window and provides access to open, save and print documents.
2. Click on the **Microsoft Office Button** and then click on the desired option.
3. Menu options with an arrow have additional choices available in the area to the right.
4. The **Word Options** button at the bottom of the window allows the user to make adjustments to Word such as color scheme, page display options, AutoCorrect options, spelling, and grammar.



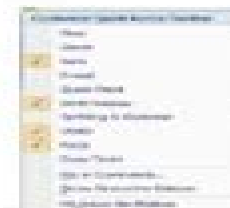
B. Quick Access Toolbar

1. The **Quick Access Toolbar** is just to the right of the **Microsoft Office Button**.
2. When the cursor is over a button, the name of the button is displayed.
3. The options available when **Microsoft Office 2007** is first installed include Save, Undo, and Redo.



C. Customizing the Quick Access Toolbar

1. To add an item, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item.
2. Options with a check mark in front of them are displayed on the **Quick Access Toolbar**.
3. To remove a button, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item. (This removes the checkmark from in front of the item.)
4. To add a command button from the **Ribbon**, right click on the desired command button and choose **Add to Quick Access Toolbar**.
5. To remove a command button that has been added to the **Quick Access Toolbar**, right click on the button on the **Quick Access Toolbar** and choose **Remove from Quick Access Toolbar**.
6. It's a good idea to add the items you use often to the **Quick Access Toolbar**.



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Ian Pickup



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