

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.

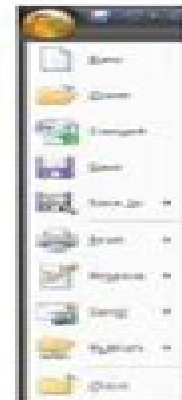
A. Microsoft Office Button

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.



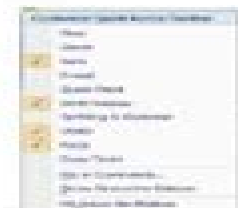
B. Quick Access Toolbar

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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Ensheng Dong



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