

Microsoft Word 2007™ An Essential Guide (Level 1)

Contents

Introduction	
Logging on to an IT Services Managed Computer	1
Using the Mouse, Keyboard and Windows	1
Starting Microsoft Word	
Writing Your Document	2
Changing Fonts	2
Changing Font Size	3
Entering Your Text	3
Correcting Mistakes	3
Aligning Text on the Page	4
Altering Line Spacing	4
Changing the Look of Your Text	5
Saving Your Work	5
Working with Selected Text	6
Selecting the Text	7
Cut, Copy and Paste	7
Making Multiple Copies and the Clipboard	8
Drag and Drop	8
Further Formatting	9
Bulleted and Numbered Lists	9
Correcting Spelling and Grammar	9
Closing a Document	10
Opening an Existing Document	11
Starting a New Document	12
Printing	12
Using Help and the Get Started Tab	13
Where to go Next	13
Leaving Microsoft Word	14
Logging Out	

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output devices AbbreviationsII OPERATING SYSTEM GUI Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux WindowsIII MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with DocumentsIV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word **Absolute Beginner's Guide to** Microsoft Office Word 2003, 2004 Finally readers without any Word experience have a book that was created just for them This book is written for the reader who may be using Word for the very first time Everything a reader needs to learn how to use Word is right here presented in an easy to follow format Absolute Beginner's Guide to Microsoft Office Word 2003 takes the reader through the basics from starting Word to creating editing and formatting documents The reader will learn how to use Word's productivity tools with lots of numbered steps to lead them through the process Everything from styles to tables to clip art to charts is covered so when finished the reader will feel confident about using Word's most powerful features Laura Acklen has been involved in the development of a number of academic and corporate training series She worked on the development team for the Que Education and Training Essentials books and wrote the Windows 3 1 Windows 95 Word for Windows 95 and Word for Windows 6 0 student manuals She also co wrote the book Success with Word for Windows 95 Laura is a Microsoft Office User Specialist in all levels of Microsoft Word 2000 In 2001 she conducted MOUS Certification courses for DDC Publishing in major cities all over Texas Writer's Guide to Microsoft Word Robert S. Boston, Iowa State University. Department of English, 1992 Includes policies and procedures for Iowa State University Writing Labs

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Table of Contents Microsoft Word 20a Bieginners Guide University Of Reading

- 1. Understanding the eBook Microsoft Word 20a Bieginners Guide University Of Reading
 - The Rise of Digital Reading Microsoft Word 20a Bieginners Guide University Of Reading
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Word 20a Bieginners Guide University Of Reading
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 20a Bieginners Guide University Of Reading
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Word 20a Bieginners Guide University Of Reading
 - Personalized Recommendations
 - Microsoft Word 20a Bieginners Guide University Of Reading User Reviews and Ratings
 - Microsoft Word 20a Bieginners Guide University Of Reading and Bestseller Lists
- 5. Accessing Microsoft Word 20a Bieginners Guide University Of Reading Free and Paid eBooks

- Microsoft Word 20a Bieginners Guide University Of Reading Public Domain eBooks
- Microsoft Word 20a Bieginners Guide University Of Reading eBook Subscription Services
- Microsoft Word 20a Bieginners Guide University Of Reading Budget-Friendly Options
- 6. Navigating Microsoft Word 20a Bieginners Guide University Of Reading eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Word 20a Bieginners Guide University Of Reading Compatibility with Devices
 - Microsoft Word 20a Bieginners Guide University Of Reading Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - o Adjustable Fonts and Text Sizes of Microsoft Word 20a Bieginners Guide University Of Reading
 - Highlighting and Note-Taking Microsoft Word 20a Bieginners Guide University Of Reading
 - Interactive Elements Microsoft Word 20a Bieginners Guide University Of Reading
- 8. Staying Engaged with Microsoft Word 20a Bieginners Guide University Of Reading
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 20a Bieginners Guide University Of Reading
- 9. Balancing eBooks and Physical Books Microsoft Word 20a Bieginners Guide University Of Reading
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Word 20a Bieginners Guide University Of Reading
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 20a Bieginners Guide University Of Reading
 - Setting Reading Goals Microsoft Word 20a Bieginners Guide University Of Reading
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 20a Bieginners Guide University Of Reading
 - Fact-Checking eBook Content of Microsoft Word 20a Bieginners Guide University Of Reading
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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