



# Microsoft Word 2007 Quick Reference Guide

**IM Harris** 

## Microsoft Word 2007 Quick Reference Guide:

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Table Changing Column Widths Merging and Splitting Cells Centering a Table within the Margins Changing Text Direction Moving the Table Wrapping Text around Tables Adding Space within a Table Paragraph Cell Borders and Shading Finding and Replacing Text and Finding and Replacing Text Attributes Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Office Word 2007 Essential Reference for Power Users** Matthew Strawbridge,2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it it available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007 **Quick Reference Guide WordPerfect 7 for Windows 95** DDC Publishing,1996-09 The latest version of WordPerfect for Windows 95 users No narration or exposition just illustrated keystrokes and mouse commands to give you the answers you need in seconds instead of minutes

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