

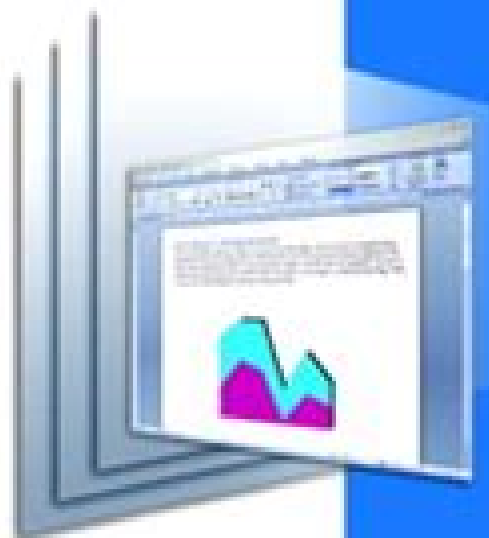


Your Short Cut to Knowledge

Microsoft® Office Word® 2007

Quick Reference Guide

Greg Perry



Chapter 1 Learning Word's Basics5

Chapter 2 Making Your Words Look
Good43

Chapter 3 Adding Lists, Tables, and
Graphics81

Chapter 4 Using Word's Advanced
Features121

Beta Preview

Based on Microsoft Office Beta 2 Technical Refresh

This Digital Short Cut is an adaptation of the
forthcoming book *Sams Teach Yourself Microsoft®
Office 2007 All in One* by Greg Perry, 0471329818,
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Microsoft Office 2007 Quick Reference Guide

S Ashworth



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Introduction Quick Reference Guide Beezix Software Services, Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2007 The following topics are covered Creating Opening Setting up the Page Text Editing Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Going to a Page Going to the Next Table or Heading Draft Print Layout Using Thumbnails Using the Document Map

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Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index

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Quicken 2007 For Dummies Stephen L. Nelson, 2006-11-29 Stephen Nelson s previous For Dummies guides to Quicken have sold more than 900 000 copies Quicken has more than 16 million active users and 75 percent of the personal finance software market Shows people how to get their finances under control quickly and easily using Quicken Covers online banking and bill paying tracking credit cards managing loans maximizing investments calculating interest preparing payroll setting up accounts creating reports and more Completely updated to cover the latest features and enhancements in the new version of Quicken Published in conjunction with the release of Quicken X

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Table of Contents Microsoft Office 2007 Quick Reference Guide

1. Understanding the eBook Microsoft Office 2007 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Office 2007 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2007 Quick Reference Guide
 - 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 Office 2007 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2007 Quick Reference Guide

- Personalized Recommendations
- Microsoft Office 2007 Quick Reference Guide User Reviews and Ratings
- Microsoft Office 2007 Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Office 2007 Quick Reference Guide Free and Paid eBooks
 - Microsoft Office 2007 Quick Reference Guide Public Domain eBooks
 - Microsoft Office 2007 Quick Reference Guide eBook Subscription Services
 - Microsoft Office 2007 Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Office 2007 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 2007 Quick Reference Guide Compatibility with Devices
 - Microsoft Office 2007 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 2007 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Office 2007 Quick Reference Guide
 - Interactive Elements Microsoft Office 2007 Quick Reference Guide
- 8. Staying Engaged with Microsoft Office 2007 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 2007 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Office 2007 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 2007 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 2007 Quick Reference Guide
 - Setting Reading Goals Microsoft Office 2007 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 2007 Quick Reference Guide

- Fact-Checking eBook Content of Microsoft Office 2007 Quick Reference Guide
- 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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