

Microsoft Word 2007 Introduction

Overview of Office 2007		Page Setup and Working with Text	
Microsoft Office Button.....	1	Landscape or Portrait Orientation.....	4
Quick Access (QA) Toolbar.....	1	Margins.....	4
Customizing the QA Toolbar.....	1	Formatting Text.....	4
Changing the Order of QA Toolbar Buttons.....	2	Using the Mini Toolbar.....	4
Saving a Document.....	2	Quick Formatting with Styles.....	5
Saving for Older Versions of Word.....	2	Alignment.....	5
Saving as a PDF.....	2	Changing the Default Font.....	5
Printing the Document.....	2	Changing Case.....	5
The Ribbon		Adjusting Line Spacing.....	5
Overview of the Ribbon.....	3	Bulleted or Numbered Lists	
Using the Ribbon.....	3	Creating a Bulleted or Numbered List.....	5
Minimizing/Restoring the Ribbon.....	3	Changing the Type of Bullets.....	5
Help.....	3	Spelling and Grammar	5
Opening a Document.....	3	Pictures	
Converting Older Word Documents.....	3	Inserting a Picture from Clip Art.....	6
Editing Text		Positioning Pictures in Word.....	6
Cutting or Copying and Pasting Text.....	4	Inserting a Picture from Files.....	6
Seeing the Clipboard.....	4	Additional Resources	6
Pasting from the Task Pane.....	4		
Undo and Redo.....	4		

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.



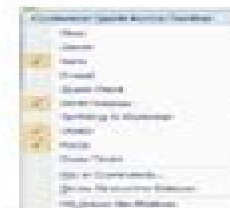
B. Quick Access Toolbar

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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Thomas Griffiths



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Table of Contents Microsoft Excel Tutorial Fgc Chapter 1

1. Understanding the eBook Microsoft Excel Tutorial Fgc Chapter 1
 - The Rise of Digital Reading Microsoft Excel Tutorial Fgc Chapter 1
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Tutorial Fgc Chapter 1
 - 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 Excel Tutorial Fgc Chapter 1
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Tutorial Fgc Chapter 1

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- Microsoft Excel Tutorial FgcU Chapter 1 User Reviews and Ratings
- Microsoft Excel Tutorial FgcU Chapter 1 and Bestseller Lists
- 5. Accessing Microsoft Excel Tutorial FgcU Chapter 1 Free and Paid eBooks
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 - Microsoft Excel Tutorial FgcU Chapter 1 eBook Subscription Services
 - Microsoft Excel Tutorial FgcU Chapter 1 Budget-Friendly Options
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 - Microsoft Excel Tutorial FgcU Chapter 1 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Tutorial FgcU Chapter 1
 - Highlighting and Note-Taking Microsoft Excel Tutorial FgcU Chapter 1
 - Interactive Elements Microsoft Excel Tutorial FgcU Chapter 1
- 8. Staying Engaged with Microsoft Excel Tutorial FgcU Chapter 1
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Tutorial FgcU Chapter 1
- 9. Balancing eBooks and Physical Books Microsoft Excel Tutorial FgcU Chapter 1
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Tutorial FgcU Chapter 1
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Tutorial FgcU Chapter 1
 - Setting Reading Goals Microsoft Excel Tutorial FgcU Chapter 1
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Tutorial FgcU Chapter 1

- Fact-Checking eBook Content of Microsoft Excel Tutorial FgcU Chapter 1
 - 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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