

Microsoft Word 2007

Graphics

Getting Started

- Microsoft Office Button
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- Quick access Toolbar

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- Creating a New Document
- Opening an Existing Document
- Saving a Document
- Save As or Renaming a Document
- Working on Multiple Documents
- Document Views
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Customize Word Environment

Page Formatting

Macros

· Page Margins & Orientation

Equations

Proofing a Document

Thesaurus

Will authorize a prick as

- Apply Page Boarder & Color.
- Insert Headers & Footers

Symbols & Characters

Spelling & Grammar

Customize AutoCorrect

Create New Default Dictionary

Illustrations, Pictures & Smart Art

Create Page break

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Popular

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Save

Proofing

Authoragement

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- Changing Fonts & Size
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Essential Microsoft Office 2007 Tutorials For Teachers Manual

Rosina Ehmann

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