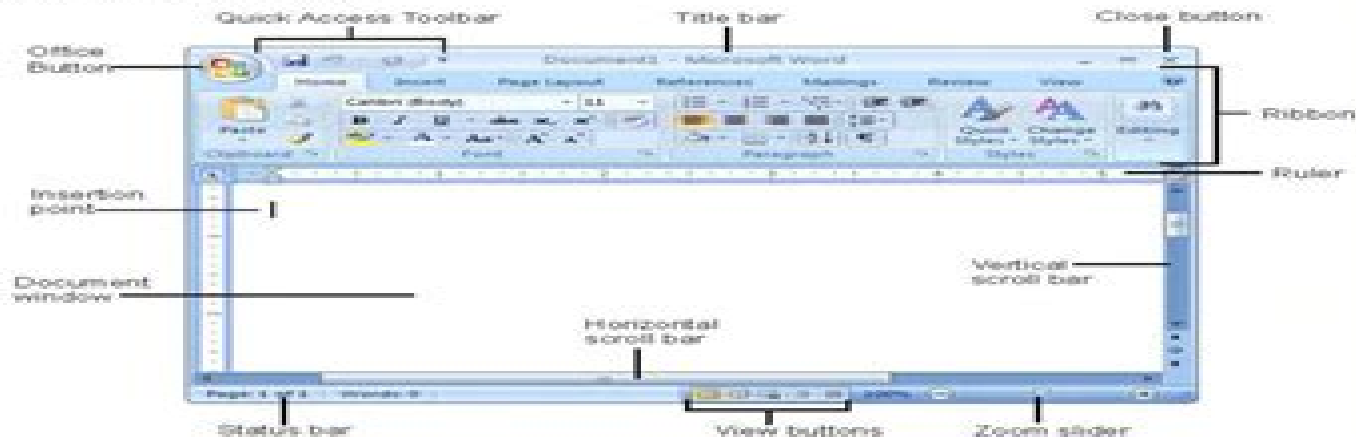


MS Office Word 2007 Hands-On

1. Word 2007 Screen Overview



2. Using the Ribbon



3. Hands-On Exercise

- a. Creating a new document
 1. Run MS Office Word 2007
 2. Click the **Office Button** and save the document with the name **Word Exercise**
- b. Applying heading styles
 1. Click the **Insert** tab. From the **Header & Footer** group select **Header**. Select the **Alphabet** style.
 2. The document shows the **Header Title**. Just type **MS Office Word 2007**. From the Ribbon the last group is **Close**, click on **Close Header & Footer**.
- c. Type the following paragraph

On Monday, June 09, 2008, we began our first MS Office 2007 course. This training is very important as we began to rollout MS Office 2007 to the entire university community. The target audience for the MS Office training is as follows:

- d. Adding a bulleted list

1. Click on the **Home** tab and from the **Paragraph** group click the **Bullets** icon .
2. Create a bulleted list using the following text:

- Faculty
- Staff
- Students

Ms Word 2007 Manual

Ying-Ying Zheng



Ms Word 2007 Manual:

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