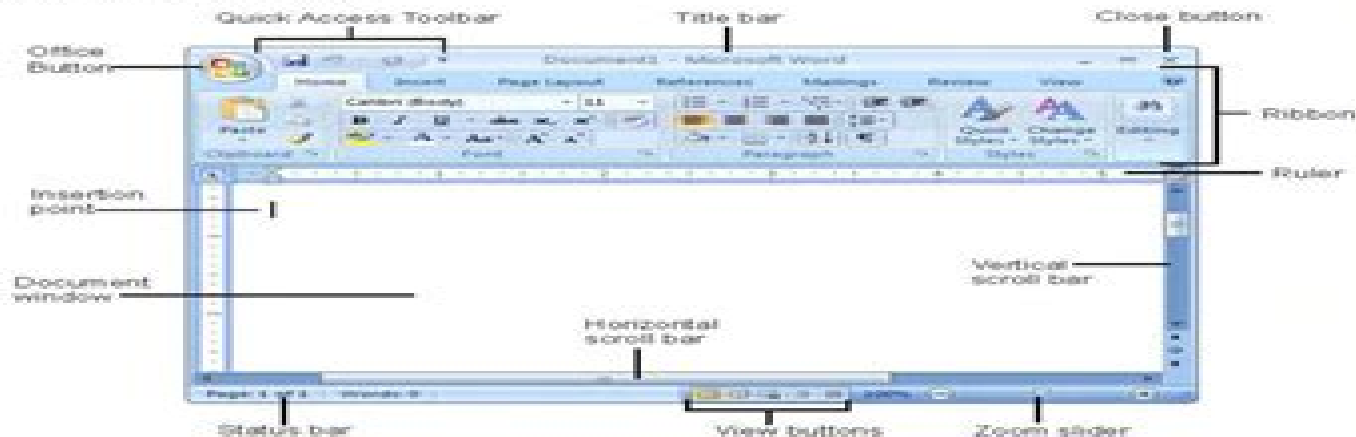


# MS Office Word 2007 Hands-On

## 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 User Manual

**Mr. Rohit Manglik**



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