

Microsoft Word 2007

Graphics

Getting Started

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- Quick access Toolbar

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- Creating a New Document
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- Save As or Renaming a Document
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- 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

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Create New Default Dictionary

Illustrations, Pictures & Smart Art

Create Page break

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Authoragement

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Ying Liu

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