



MICROSOFT WORD 2007

Quick Reference Guide

The screenshot displays the Microsoft Word 2007 interface. The ribbon is visible at the top, with tabs for File, Home, Insert, Page Layout, Reference, Mailings, Review, and Window. The Home tab is active, showing Font and Paragraph groups. The ribbon is annotated with red circles and letters A through J. The main document area is a blank white page, also annotated with a red circle and letter I. The status bar at the bottom shows 'Page: 1 of 1', 'Words: 0', and '44%'. To the right of the document area is a vertical list of icons, including font size (12), bold, italic, underline, and other formatting options. At the bottom of the screen, there are four icons: a document, a magnifying glass, a printer, and a power button.

Callout letters and their corresponding locations:

- A: File tab
- B: Font group
- C: Paragraph group
- D: Styles group
- E: Reference tab
- F: Mailings tab
- G: Review tab
- H: Window tab
- I: Main document area
- J: Status bar

Ribbon Reference:

- File
- Home
- Insert
- Page Layout
- Reference
- Mailings
- Review
- Window

Font Group (Home tab):

- Font
- Paragraph
- Styles

Paragraph Group (Home tab):

- Bulleted List
- Numbered List
- Decrease Indent
- Increase Indent
- Align Left
- Align Center
- Align Right
- Justify
- Line and Paragraph Spacing
- Indentation

Styles Group (Home tab):

- Normal
- Bulleted List
- Numbered List
- Section Header
- Table
- Table of Contents
- Table of Figures
- Table of Equations
- Table of Properties
- Table of Contents
- Table of Figures
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- Table of Properties

Status Bar:

- Page: 1 of 1
- Words: 0
- 44%

Microsoft Word 2007 Quick Reference Guide

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Microsoft Word 2007 Quick Reference Guide:

Microsoft Word 2007 Nevada Learning Series Inc,2007 *Microsoft Word 2007 Introduction Quick Reference Guide* Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2007 The following topics are covered Creating Opening Setting up the Page Text Editing Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Going to a Page Going to the Next Table or Heading Draft Print Layout Using Thumbnails Using the Document Map Formatting Font Size Enhancements Alignment Copying Formatting Using the Mini Toolbar Highlighter Creating and Editing Headers and Footers No Header or Footer on the First Page Spelling Grammar AutoCorrect Quick Parts Page Breaks Printing Envelopes and Labels Previewing and Printing Sending the Document as an E mail Attachment Saving as PDF and E mailing a PDF Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Microsoft Word 2007 Advanced Quick Reference Guide Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2007 The following topics are covered Using Styles and Formatting Character Paragraph and Linked Styles Applying a Style Creating a Style Displaying the Styles Pane Modifying Styles Deleting a Style or Formatting Selecting All Text with Same Style Turning Off On Showing Formatting as Styles Importing Styles Adding Styles to the Default Style List Heading Numbering Creating Index Marking Index Entries Manually and with a Word List Footnotes and Endnotes Embedding Excel Objects Section Breaks Changing Page Setup in a Section Changing Starting Page Number Changing Headers Comparing Documents Side by Side Creating and Using Bookmarks Referring to the Page a Bookmark is On Templates Restricting Formatting This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Word 2007 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2007 The following topics are covered Templates Templates vs Documents Using Existing Templates Creating New Templates Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to Toolbars Shortcut keys and Menu Commands Auto Macros Calling Another Macro Organizing Macros in Templates and Documents Deleting Macros

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Table Changing Column Widths Merging and Splitting Cells Centering a Table within the Margins Changing Text Direction Moving the Table Wrapping Text around Tables Adding Space within a Table Paragraph Cell Borders and Shading Finding and Replacing Text and Finding and Replacing Text Attributes Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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