

Recent Places	Name	Date modified	Type
	doc.doc	6/18/2013 10:31 AM	File folder
Libraries	docx.doc	6/18/2013 11:30 AM	File folder
	Microsoft Office - Shortcut	4/7/2011 12:01 AM	Shortcut
	New Microsoft Word Document	5/22/2013 5:29 PM	Microsoft Word D...
Computer			
Network			

File name: Doc1

Save as type: Word Document

Authors: Word Document
Word Macro-Enabled Document
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How To Convert Word Doc To In Word 2007

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The Unofficial Guide to Microsoft Office Word 2007 David J. Clark,2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools

Word 2010 Simplified Elaine Marmel,2011-04-06 Simply the easiest way yet to get up to speed on Word 2010 Microsoft Word 2010 includes all sorts of new features and functionalities a redesigned interface new emphasis on collaboration and many additional changes Both users of previous editions and those new to the Office applications will appreciate the clear visual instruction in this book With step by step instructions and large full color screen shots demonstrating dozens of Word 2010 tasks Word 2010 Simplified gets you up and running faster than you ever thought possible Word is the most used application in Microsoft Office which holds more than 90 percent of the market for Windows based productivity suites The new version of Word includes many changes and new features both newcomers to Word and users of previous editions will appreciate this clear visual introduction to the program A streamlined interior with large font and screenshots makes this guide easy to follow for all users at any age Covers the basics document fundamentals formatting documents and adding graphics collaborating and sharing documents how and when to use Office Web Applications and much more If you learn best when you see how things are done or if you just want a quick and easy guide to familiarize you with the new features of Word 2010 Word 2010 Simplified fills the bill

Word 2007 Chris Grover,2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond

Teach Yourself VISUALLY Word 2016 Marmel,2015-10-07 Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long winded explanation Teach Yourself Visually Word offers you a straightforward show me don t tell me approach to working with the newest version of the top selling application in the Microsoft Office suite Packed with visually rich tutorials and step by step instructions that will help you come to grips with all of Word s capabilities this accessible resource will quickly and easily get you up and running on using the world s most widely used word processing program With Teach Yourself Visually Word you ll learn how to perform dozens of tasks including how to set up and format documents and text in Word work with diagrams charts and pictures use Mail Merge post documents online and much more Covering the newest additions and changes to the latest version of Word a series of easy to follow full color tutorials helps you to quickly get up and running with Word like a warrior Tutorials and step by step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word and beyond Walks you through Word s new features Demonstrates how to set up format and edit Word documents If you re new to the world of Word and want a highly visual roadmap to help you put it to use for you Teach Yourself Visually Word has you covered

Microsoft Office Word 2007 On Demand Perspection Inc.,Steve Johnson,2007-02-13 See How To

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Microsoft Word 2010 On Demand Steve Johnson, Perspection Inc., 2010-07-14 What you need when you need it Need answers quickly Microsoft Word 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Word Tasks Inside the Book Create documents more efficiently using the improved Ribbon interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using more themes styles and templates Organize information and add impact with clip art SmartArt diagrams tables and charts Create customized letters labels and envelopes Use Full Reading view to comfortably read documents on screen Use SharePoint to collaborate and share documents Use the Word Web App to view and edit documents in a browser Prepare for the Microsoft Certified Applications Specialist MCAS exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts Teach Yourself VISUALLY Word 2013 Elaine Marmel, 2013-03-18 Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs and the newest version offers additional functionality you ll want to use Get up to speed quickly and easily with the step by step instructions and full color screen shots in this popular guide You ll see how to perform dozens of tasks including how to set up and format documents and text work with diagrams charts and pictures use Mail Merge post documents online and much more Easy to follow two page lessons make learning a snap Full color step by step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents edit them add images and charts post documents online for sharing and reviewing and take advantage of all the newest features of Word Previous editions have sold more than 220 000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly easily and visually *Teach Yourself VISUALLY Word 2010* Elaine Marmel, 2010-04-26 Learn to

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

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