

The image shows the Microsoft Word 2007 interface. The ribbon at the top includes tabs for File, Menus, Home, Insert, Page Layout, References, Mailings, and Review. The 'File' tab is selected, and its dropdown menu is open. Within the 'File' menu, the 'Prepare' option is highlighted with a red box. A secondary menu is displayed to the right of 'Prepare', also with a red box, listing four options: 'Properties', 'Inspect Document', 'Check Accessibility', and 'Check Compatibility'. Each option in this secondary menu is accompanied by a small icon and a brief description of its function.

File | Menus | Home | Insert | Page Layout | References | Mailings | Review

All | **File** | Edit | View | Insert | Format | Tools | Table | Reference | Mailings

New
Open
Close
Save
Save As
Word 97-2003 Document
Prepare
Publish
Send
Web Page Preview
Restrict Permission
Page Setup...
Print Preview
Print
View Document Properties...
Open Recent File...

Properties
View and edit document properties, such as Title, Author, and Keywords.

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility

Check Compatibility
Check for features not supported by earlier versions of Word.

How To Turn A Microsoft Word 2010 Document Into

Michal Rosen-Zvi



How To Turn A Microsoft Word 2010 Document Into:

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