

Microsoft Word 2007 Training Manual

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Microsoft Word 2007 Training Manual

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User manual Microsoft Word 2007 (140 pages)

Microsoft Office 2007 ©2007 EZ-REF Courseware Page viii THE TOPIC TITLE WILL BE ON TOP USAGE: This part of the manual explains what the command is used for, how it works and other miscellaneous information. Since MS Office 2007 applications were all written to be used interactively with a mouse, there will be many tools that will be

Office 2007 manual - Amazon S3

In the Paper Source area where it says First Page: select Manual Feed. Notice: You may need to select manual feed where it says Other pages: too if you need more than just the first page to print from the manual feed tray. 6. Click on OK. Default Margins The default margin in Word 2007 environment is one inch from the top, bottom and each side.

TIPS AND TRICKS MICROSOFT WORD 2007

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3. Click on the entry for Microsoft Office - Word 2007 The Microsoft Word program will load, and a blank document will appear on your screen. When you need help At the top right corner of your MS Word screen, you'll see a small blue circle containing a question mark; just click on the question mark to open the MS Word Help window.

Introduction to MS WORD 2007

Villanova UNIT Training©-August 2011. Page 3 . GLOSSARY OF WINDOWS 7 TERMS . Snap: Drag the window to top or left/right to snap window to that area.

User Guide Windows 7 and Microsoft Office 2007

5 The Microsoft Office Button The Microsoft Office Button appears at the top of the Word window.When you click the button, a menu appears. From this menu you can create a new document, open existing files, save files in a variety of ways, and print.You can also add security features, send, publish, and close files.

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