



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 styles (A, A², A₁, B, I, U, X, X², Aa²), a color palette, and a language tool. The bottom of the screen shows a taskbar with icons for Word, a folder, and a clock.

Callout letters and their corresponding locations:

- A: File tab
- B: Font group
- C: Paragraph group
- D: Styles group
- E: Font face dropdown
- F: Font size dropdown
- G: Bold button
- H: Italic button
- I: Main document area
- J: Status bar

Ribbon Reference:

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

Font Styles:

- A
- A²
- A₁
- B
- I
- U
- X
- X²
- Aa²

Color Palette:

- Color palette icons

Language Tool:

- Language tool icon

Microsoft Office 2007 Quick Reference Guide

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Microsoft Office 2007 Quick Reference Guide:

Office 2007 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

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showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Office PowerPoint 2007 on Demand** Steve

Johnson,2007 Core PowerPoint elements such as new ribbon interface graphics and diagramming capabilities plus theme and style galleries are the highlights of this full color task oriented guide A companion Web site offers tips tricks keyboard shortcuts and other goodies from the author *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

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