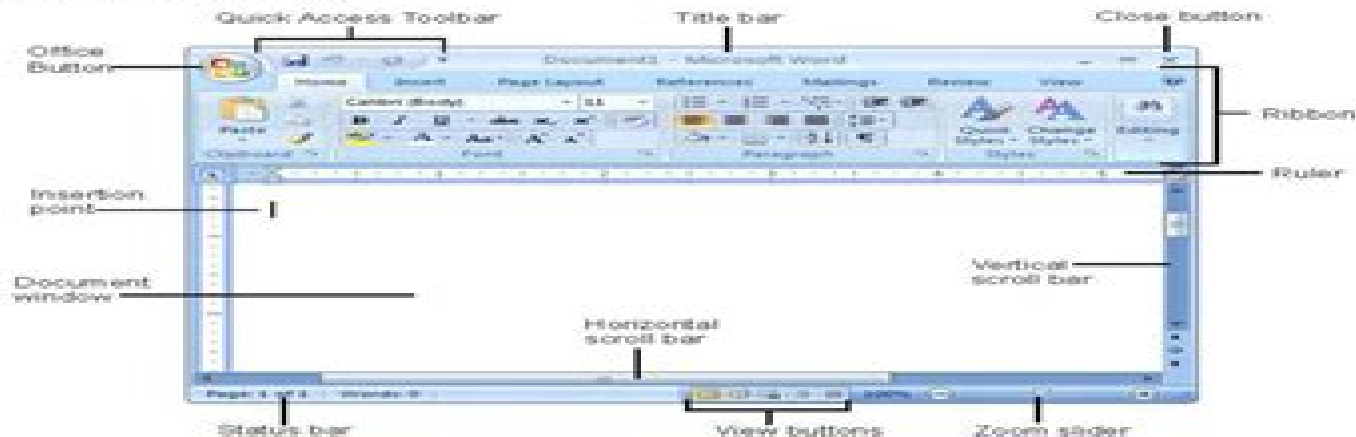
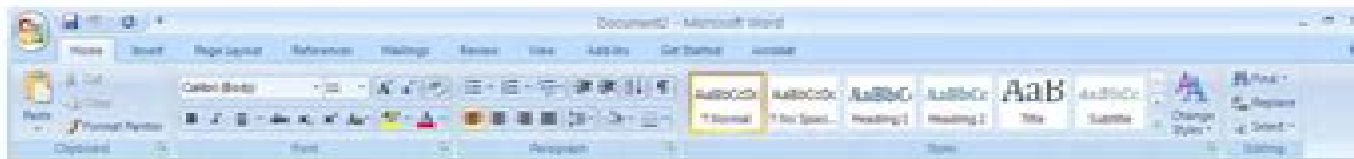


# MS Office Word 2007 Hands-On

## 1. Word 2007 Screen Overview



## 2. Using the Ribbon



## 3. Hands-On Exercise

- Creating a new document
  - Run MS Office Word 2007
  - Click the **Office Button** and save the document with the name **Word Exercise**
- Applying heading styles
  - Click the **Insert** tab. From the **Header & Footer** group select **Header**. Select the **Alphabet** style.
  - The document shows the **Header Title**. Just type **MS Office Word 2007**. From the Ribbon the last group is **Close**, click on **Close Header & Footer**.
- Type the following paragraph

On Monday, June 09, 2008, we began our first MS Office 2007 course. This training is very important as we began to rollout MS Office 2007 to the entire university community. The target audience for the MS Office training is as follows:

- Adding a bulleted list

- Click on the **Home** tab and from the **Paragraph** group click the **Bullets** icon .
- Create a bulleted list using the following text:

- Faculty
- Staff
- Students

# Ms Word 2007 User Manual

**Maria Langer**



## **Ms Word 2007 User Manual:**

**Word 2007 for Starters** Chris Grover, 2007 Clear explanations step by step instructions and lots of illustrations guide you through Microsoft Word's most useful features     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 2007** Connie Morrison, 2007-05-02 If you're familiar with Word but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time     **Altova® StyleVision® 2013 User & Reference Manual** ,     Altova® StyleVision® 2012 User & Reference Manual ,     *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     Word 2007 In Simple Steps Kogent Solutions Inc, 2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book     Altova® StyleVision® 2011 User & Reference Manual ,     **EBOOK: Using Information Technology Complete Edition** Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition     **How to Do Everything with Microsoft Office Word 2007** Guy Hart-Davis, 2007-06-05 We're getting the word out on how to get the most out of Word 2007 This up to date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007 You will learn to create professional looking documents effortlessly Practical examples and step by step instructions make even the most complex features simple to grasp while workarounds show you how to circumvent common problems     **Microsoft Office Word 2007 a Beginners Guide** W. r. Mills, 2010 This book is not intended to be an Everything you will ever need to know about Microsoft Word 2007 although in some cases it might be It is as the name implies a beginner's guide to Word 2007 This book has two purposes First to provide the inexperienced user with a working knowledge of Word 2007 so Word becomes more than just a way to write a letter The second purpose is to explain the new user interface the Ribbon I hope this helps     *Quicken 2007 The Official Guide* Maria Langer, 2006-08-28 There are more than 13 million Quicken users according

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