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In this free Word 2007 tutorial, learn how to format text, use paragraph dialog boxes, add indents, work with tablets and columns, and do more with your documents.

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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.

WORD BASICS: MICROSOFT OFFICE 2007

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Microsoft Word 2007 is a powerful word processing software application allowing you to create professional documents. Microsoft changed the user interface in Office 2007 and this free tutorial explores Microsoft Word and teaches you how to become proficient in it.

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Open a Blank Document Add Sample Text Add Space Before or After Paragraphs Change Line Spacing Create a First-Line Indent Indent Paragraphs Align Paragraphs Create a Hanging Indent Choose a Style Set Apply a Style Change Style Sets

Microsoft Word 2007 Tutorial—Free & Online

Part 01 of 13. Complete Microsoft Word 2007 Basic Level 1 tutorial from WordLearningZone.com. In this lesson: Starting Word, Parts of the Word Interface, Rib...

Microsoft Word 2007 Tutorial - part 01 of 13 - Word ...

save, print, send, close and publish documents. Ribbon: A new component of the Office 2007 interface which replaces the traditional interface of menus, toolbars, etc. The Ribbon consists of graphical tabs organized by tasks which are further organized into several groups. It includes command buttons, galleries and dialog box content. Contextual ...

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Click the Microsoft Office button. Select Save from the menu. Using the Save command saves the document in its current location using the same file name. If you are saving for the first time and select Save, the Save As dialog box will appear. To Save As a Word 97 - 2003 document: Click the Microsoft Office button. Select Save As Word 97-2003 ...

Word 2007: Saving Documents

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End of support for Office 2007 - Microsoft Office

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Microsoft Word - Word Processing Software | Office

Released in January 2007, Microsoft Word 2007 has undergone some drastic changes, most noticeable of which is the replacement of the old menu and toolbar system with the new ribbon. The ribbon is the focal point of a new user interface designed to make it even quicker and easier to perform professional document authoring tasks.

Where To Download Office 2007 Tutorial Documents

Microsoft Word 2007 Tutorials

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In this tutorial, then, you will complete the following tasks: • prepare a data source document (an Access 2007 database) for a form letter • create the form letter • prepare a set of field trip notices • prepare mailing labels • prepare a new form letter using an existing data source document (an Access 2007 database).

7 MAIL MERGE AND RELATED OPERATIONS Form letters and ...

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