

## Microsoft Office 2007 Tutorials Manual

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### Microsoft Office 2007 Tutorials Manual

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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.

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### ESSENTIAL MICROSOFT OFFICE 2007 Tutorials for Teachers

Now it's time for an overview of Word 2007! The MS Word 2007 window If you've used previous versions of Word, you'll notice that the old menu system has been replaced by the Ribbon and the Office button. The Office button contains a menu of file-related commands. Click the Office Button to see the available commands.

### Introduction to MS WORD 2007

Microsoft Word 2007 This guide will help you to take advantage of some of the more advanced tools that Microsoft Word 2007 has available. To navigate this guide, it is essential for you to be familiar with some of the basic concepts about the program. In this guide, you will learn how to: Work with Quick Styles.

### How To Use Microsoft Word 2007 - Simmons University

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### MS Excel 2007: Basics (Tutorial Complete)

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The Microsoft Office Button Above the Ribbon in the upper-left corner is the Microsoft Office Button. When you left-click the button, a menu appears. From this menu, you can create a new spreadsheet, open existing files, save files in a variety of ways, and print. You can also add security features, send, publish, and close files.

**EXCEL BASICS: MICROSOFT OFFICE 2007**

file). For the sake of clarity, I'll be using the terms workbook and worksheet in this manual. The Excel 2007 window As in Word 2007, the old menu system has been replaced by the Ribbon and the Office button. The title bar displays the name of your current workbook. Tabs at the bottom of the

**Introduction to MS EXCEL 2007**

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