

## Microsoft Word 2007 Study Guide

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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](#)

Starting Word Ready? Then I'll show you how to start Microsoft Word: 1. Click the Start button - the Start menu appears 2. Point to the entry for All Programs 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

[Introduction to MS WORD 2007](#)

This comprehensive study guide covers all the Microsoft Certified Application Specialist exams for Microsoft Office, including Word 2007, Excel 2007, Outlook 2007, PowerPoint 2007, and Access 2007. For each exam, you ll build the skills and knowledge measured by its objectives through a series of step-by-step exercises, practice questions, and real-world scenarios.

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Word 2007 includes the clever mini toolbar. Highlight text and point the cursor at it, and a nearly transparent mini toolbar appears above the text, with a set of commands relevant to the text you've chosen. Move your cursor to the mini toolbar and it becomes solid; click a command to use it.

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Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes ?

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Microsoft Office 2007 (codenamed Office 12) is a version of Microsoft Office, a family of office suites and productivity software for Windows, developed and published by Microsoft. It was released to manufacturing on November 3, 2006; [6] it was subsequently made available to volume license customers on November 30, 2006, [7] [8] and later to retail on January 30, 2007, [1] the same respective release dates of Windows Vista .

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