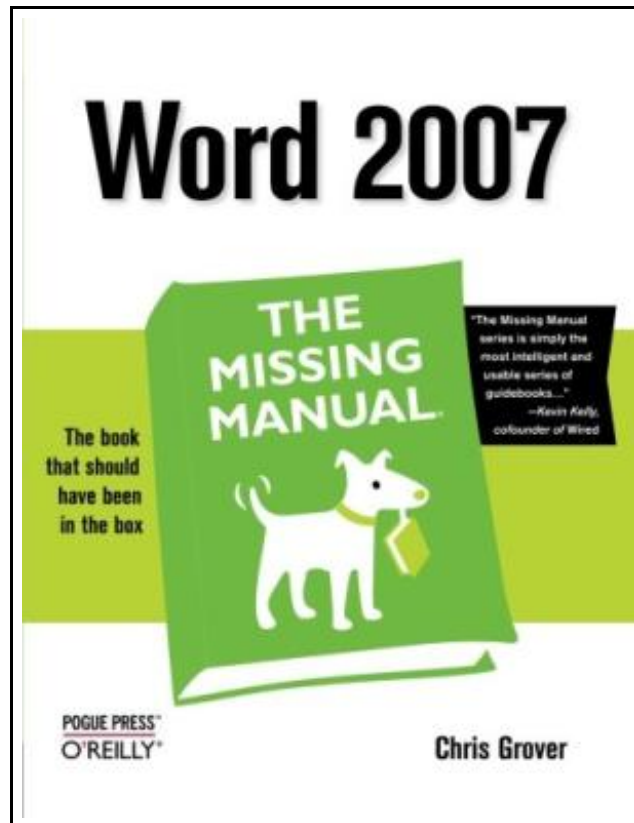


Word 2007: The Missing Manual



Filesize: 5.27 MB

Reviews

The publication is easy in read safer to comprehend. It is actually rally intriguing throgh studying time. I am easily will get a delight of looking at a created publication.

(Claud Feest)

WORD 2007: THE MISSING MANUAL

[DOWNLOAD](#)

O'Reilly Media, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service!
Summary: The Missing CreditsIntroductionPart One: Word Basics for Simple DocumentsChapter 1. Creating, Opening, and Saving DocumentsLaunching WordCreating a New DocumentCreating a New Blank DocumentCreating a New Document from an Existing DocumentCreating a New Document from a TemplateOpening an Existing DocumentYour Different Document ViewsDocument Views: Five Ways to Look at Your ManuscriptShow and Hide Window ToolsZooming Your View In and OutThe Window Group: Doing the SplitsSaving and Closing DocumentsThe Many Ways to Save DocumentsChapter 2. Entering and Editing TextTyping in WordClick and Type for Quick FormattingSelecting TextSelecting with the MouseSelecting with the KeyboardExtending a SelectionSelecting Multiple Chunks of Text in Different PlacesMoving Around Your DocumentKeyboarding Around Your DocumentUsing the Scroll BarsBrowsing by Headings and Other ObjectsBrowsing by BookmarkCutting, Copying, and PastingEditing with the RibbonEditing with Keyboard ShortcutsEditing with the MouseMoving Text Between Two DocumentsViewing and Pasting ClippingsFinding and Replacing TextSaving keystrokes with Quick PartsChapter 3. Setting Up the Document: Margins, Page Breaks, and MoreChoosing Paper Size and LayoutChanging Paper SizeSetting Paper OrientationSetting Document MarginsSelecting Preset MarginsSetting Custom MarginsSetting Margins for BookletsAdding Page Background FeaturesAdding WatermarksChoosing a Page ColorApplying Page BordersAdding Headers and FootersIntroducing the Header and Footer ToolsInserting and Modifying a Header Building BlockAdding a Matching Footer Building BlockCreating Custom Headers and FootersRemoving Headers, Footers, and Page NumbersWorking with Multiple ColumnsCustomizing ColumnsLine NumbersHyphenationAutomatic HyphenationManual HyphenationRemoving Hyphenation from Your DocumentChapter 4. Formatting Text, Paragraphs, and HeadingsFormatting BasicsFormatting CharactersFormatting with the Ribbon or the Font Dialog BoxFormatting with the Mini ToolbarFormatting with Keyboard ShortcutsChanging CapitalizationFormatting ParagraphsAligning TextIndenting ParagraphsSpacing Between ParagraphsSpacing Between LinesInserting Page Breaks and Line BreaksCreating Bulleted and Numbered ListsSetting TabsHow Tab Stops WorkViewing Tab Marks in Your TextDeleting and Editing TabsTypes of TabsTab LeadersUsing Word's RulersManaging Tab Settings with the RulerSetting Margins with the RulerAdjusting...

[Read Word 2007: The Missing Manual Online](#)[Download PDF Word 2007: The Missing Manual](#)

You May Also Like



Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How...

[Save Book »](#)



The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: You can now maximize and integrate the design and development power of Adobe Creative Suite 6 with WEB...

[Save Book »](#)



Star Flights Bedtime Spaceship: Journey Through Space While Drifting Off to Sleep

CreateSpace Independent Publishing Platform, 2013. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: "Star Flights Bedtime Spaceship" is a charming and fun story with the purpose to help children...

[Save Book »](#)



Maisy's Christmas Tree

Candlewick, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The final scene of the gang caroling around the tree, complete with paper crowns from British Christmas crackers, is...

[Save Book »](#)



Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

[Save Book »](#)

**Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 3: The Sing Song (Hardback)**

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 176 x 150 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It

[Read ePub »](#)

**Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 3: Such a Fuss (Hardback)**

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 172 x 142 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It

[Read ePub »](#)

**Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 4: Quick! Quick! (Hardback)**

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 172 x 142 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It

[Read ePub »](#)

**Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 2: I am Kipper (Hardback)**

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 172 x 144 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It

[Read ePub »](#)

**Overcome Your Fear of Homeschooling with Insider Information (Paperback)**

Createspace, United States, 2013. Paperback. Book Condition: New. 203 x 133 mm. Language: English . Brand New Book ***** Print on Demand *****. Homeschooling: YOU CAN DO IT! If you are considering homeschooling, Overcome Your

[Read ePub »](#)