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Ms Word 2007 Practical Notes

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MS Word 2007 practical notes_08_09_2014 - MS Word ...

Lecture Notes on MS Word 2007. Lecture Notes on MS Word 2007. Edited by Abbas Vattoli. Word processing. Word processing software is used to create and maintain electronic documents. Alterations can easily be made to stored documents (instead of retyping them), and multiple copies can be printed. Professional looking results can be obtained by using different fonts, and by incorporating graphics in a document.

Lecture Notes on MS Word 2007

1. Click → Start → Programs → Microsoft Word* * Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar – this will make one more step between "Programs" and "Microsoft Word" in the diagram above. MS Word will open a blank page called "Document 1." This is an image of the upper-left corner of MS Word.

WORD BASICS: MICROSOFT OFFICE 2007

Here you can learn about ms word practical. TO OPEN MS WORD 2007 Start---All Programs---Microsoft Office---Microsoft Office Word 2007.

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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 At the top right corner of your MS Word screen, you'll see a small blue circle containing a question mark; just click on the question mark to open the MS Word Help window.

Introduction to MS WORD 2007

MS-WORD is a part of the bigger package called MS OFFICE, which can do much more than word processing. In fact when you open up MS OFFICE you will find four main components in it. They are MS-WORD (for word processing), MS EXCEL (for spreadsheet), MS ACCESS (for database management) and MS POWERPOINT (for presentation purposes).

INTRODUCTION TO MS-WORD - Tyrocity

Word 2007 is like a typewriter on steroids! In this respect Word is no different from other word processing programs. Since the computer has become a common household and workplace item the typewriter has almost disappeared. Some people might have kept their typewriter, but that is mostly for sentimental reasons.

Microsoft Office Word - Kenyatta University

Keep in mind that the Formatting toolbar in Microsoft Excel 2007 is exactly the same as the one used for Microsoft Word 2007. The biggest difference between the two programs is that, in Excel, the format is set for each individual cell. So if you change the font and applied the bold option in cell C5, then this format will only be applied to ...

EXCEL BASICS: MICROSOFT OFFICE 2007

Word 13 Outline; Word 14 Table; Word 15 Lesson Notes; Word 16 Lesson Notes Handout; Word 17 Columns; Word 18 Columns; Word 19 Advanced Table; Word 2 Heading 2; Word 20 Numbered List; Word 21 Formatting Options; Word 22 Preset Headings; Word 3 Basic Text; Word 4 Modified Text; Word 5 Text And Outline; Word 6 Letter; Word 7 Bullets; Word 8 ...

Practice Projects for Microsoft Word

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 screen identify the different worksheets available to you Starting Excel Click the Start button and then select All Programs, Microsoft Office, Microsoft Excel.

Lecture Notes on MS Excel 2007 - WordPress.com

Define MS-Word 2007. Answer: MS-Word 2007 is a Word processing software package, which allows you to easily create a variety of professional looking documents like letters, reports and other documents using features such as Themes, Styles, SmartArt and more. It is a powerful tool that you can use to create effective documents. Question 2.

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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.

Word Tutorial - Tutorialspoint

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