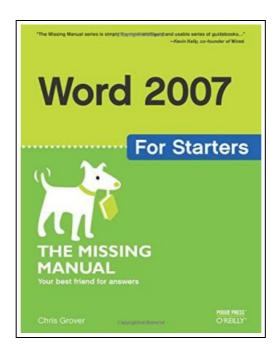
Word 2007 for Starters: The Missing Manual



Filesize: 6.52 MB

Reviews

Merely no terms to spell out. We have read through and i also am confident that i will gonna read yet again again in the future. You will not sense monotony at anytime of your own time (that's what catalogs are for about should you question me).

(Pasquale Larkin I)

WORD 2007 FOR STARTERS: THE MISSING MANUAL



O'Reilly Media, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The Missing CreditsIntroductionOne:. 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 View 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. 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 Paragraph Indents with the RulerFast Formatting with Format PainterFormatting with StylesApplying Quick StylesModifying StylesManaging Style SetsCreating Your Own Style SetChapter 4. 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 BookletsApplying 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...



Read Word 2007 for Starters: The Missing Manual Online



Download PDF Word 2007 for Starters: The Missing Manual

Related Kindle Books



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...

Read eBook

»



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...

Read eBook

>>



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...

Read eBook

»



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...

Read eBook

»



Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large

Madelyn D R Books. Paperback. Book Condition: New. Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.3in.This book is about my cousin, Billy a guy who taught me a lot over the years and who...

Read eBook

...



Rumpelstiltskin - Read it Yourself with Ladybird: Level 2

Penguin Books Ltd. Paperback. Book Condition: new. BRAND NEW, Rumpelstiltskin - Read it Yourself with Ladybird: Level 2, In this classic fairy tale, a miller's daughter has to spin straw into gold for the king.

Read Document

>>



Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications.

Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****. This historic book may have numerous typos and missing text. Purchasers can usually

Read Document

>>



Superhero Max- Read it Yourself with Ladybird: Level 2

Penguin Books Ltd. Paperback. Book Condition: new. BRAND NEW, Superhero Max-Read it Yourself with Ladybird: Level 2, Superhero Max - Max is an ordinary boy, but he is also Swooperman, a superhero! When the

Read Document

>>



Kingfisher Readers: Volcanoes (Level 3: Reading Alone with Some Help) (Unabridged)

Pan Macmillan. Paperback. Book Condition: new. BRAND NEW, Kingfisher Readers: Volcanoes (Level 3: Reading Alone with Some Help) (Unabridged), Claire Llewellyn, For the first time, Kingfisher brings its expertise in beautifully-designed, trusted non-fiction to the

Read Document

...



Peppa Pig: Camping Trip - Read it Yourself with Ladybird: Level 2

Penguin Books Ltd. Paperback. Book Condition: new. BRAND NEW, Peppa Pig: Camping Trip - Read it Yourself with Ladybird: Level 2, Peppa Pig and her family are going on holiday in their camper van. Find

Read Document

»