

Word 2007 for Starters: The Missing Manual



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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...



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