



Word 2007 for Starters: The Missing Manual

By Grover, Chris

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

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