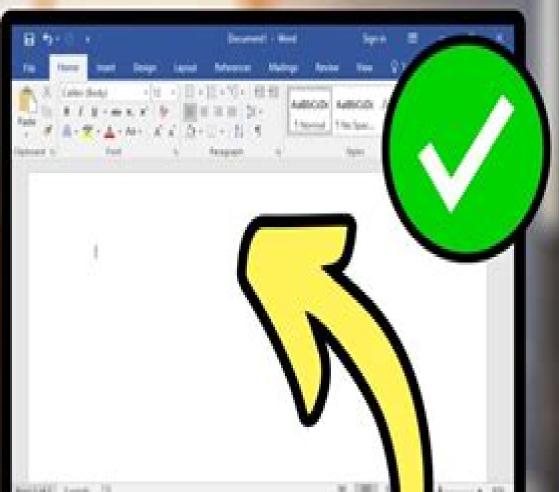
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# Microsoft Word Is Locked How Do I Unlock It 2007

**Shelley Gaskin** 

#### Microsoft Word Is Locked How Do I Unlock It 2007:

Word 2007 E. N. I. Publishing, ENI Publishing, France, 2008-01-07 This practical guide to Microsoft Word 2007 will enable you to make full use of the new version of this popular word processing programme After becoming familiar with the new environment of the 2007 version you will learn how to create and save your documents how to enter and edit text and how to format and print your documents The following sections teach you how to format text character paragraph and page formatting To be able to take full advantage of Word's formatting possibilities you will then learn how to apply a theme to a document and create styles and templates You will then go to the next step of text management by learning how to use the Find and Replace feature the automatic spell check the synonym dictionary and the translation feature Section 8 discusses working with lengthy documents and teaches you how to create a note or a bookmark an outline a table of contents an index a bibliography or a master document As a Word document can contain much more than just text you will also learn how to work with tables graphic objects and pictures The last part teaches you how to create forms mail merges macro commands and how multiple users can work on a single document by using the Track Changes feature Microsoft Office 2007 Robert T. Grauer, 2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office Windows 7 All-in-One For Dummies Woody Leonhard, 2009-09-15 Eight references in one fully revised to include all the new features and updates to Windows 7 As the 1 operating system in the world Windows provides the platform upon which all essential computing activities occur This much anticiapted version of the popular operating system offers an improved user experience with an enhanced interface to allow for greater user control This All in One reference is packed with valuable information from eight minibooks making it the ultimate resource You ll discover the improved ways in which Windows 7 interacts with other devices including mobile and home theater Windows 7 boasts numerous exciting new features and this reference is one stop shopping for discovering them all Eight minibooks cover Windows 7 basics security customizing the Internet searching and sharing hardware multimedia Windows media center and wired and wireless networking Addresses the new multi touch feature that will allow you to control movement on the screen with your fingers With this comprehensive guide at your fingertips you ll quickly start taking advantages of all the exciting new features of Windows 7 Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized

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