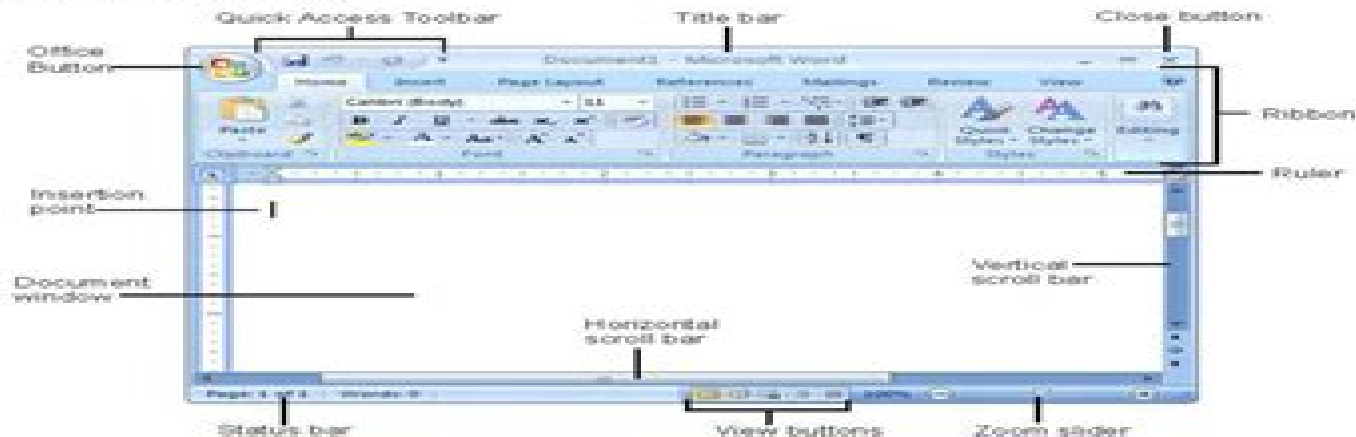
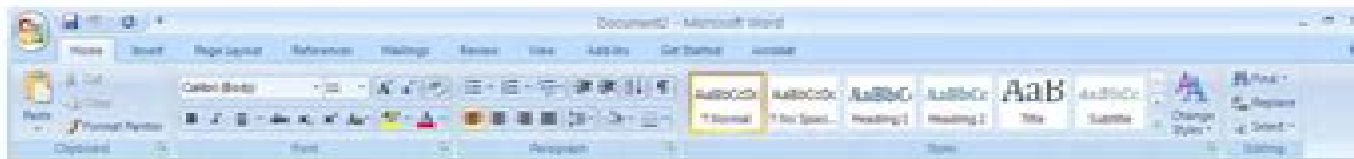


MS Office Word 2007 Hands-On

1. Word 2007 Screen Overview



2. Using the Ribbon



3. Hands-On Exercise

a. Creating a new document

1. Run MS Office Word 2007
2. Click the **Office Button** and save the document with the name **Word Exercise**

b. Applying heading styles

1. Click the **Insert** tab. From the **Header & Footer** group select **Header**. Select the **Alphabet** style.
2. The document shows the **Header Title**. Just type **MS Office Word 2007**. From the Ribbon the last group is **Close**, click on **Close Header & Footer**.

c. Type the following paragraph

On Monday, June 09, 2008, we began our first MS Office 2007 course. This training is very important as we began to rollout MS Office 2007 to the entire university community. The target audience for the MS Office training is as follows:

d. Adding a bulleted list

1. Click on the **Home** tab and from the **Paragraph** group click the **Bullets** icon .
2. Create a bulleted list using the following text:

- Faculty
- Staff
- Students

Manual Feed Word 2007

Yicheng Fang



Manual Feed Word 2007:

Mastering Mail Merge Using Microsoft Word 2007 Andrea Jones, 2007 Microsoft Office Word , Special Edition
Using Microsoft Office Word 2007 Faithe Wempen, 2007 This all new information packed guide explores the most useful and powerful features of Microsoft Word 2007 Created for serious users of Word who need to learn the new interface quickly the book shows how to control document sharing and security and how to manage multi user revisions **Electronic**

Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle

Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

Pro Web 2.0 Mashups Raymond Yee, 2008-04-25 How many times have you seen a web site and said This would be exactly what I wanted if only If only you could combine the statistics here with data from your company s earnings projections If only you could take the addresses for those restaurants and plot them on one map How often have you entered the date of a concert into your calendar with a single click instead of retyping How often do you wish that you could make all the different parts of your digital world your e mail your word processor documents your photos your search results your maps your presentations work together more seamlessly After all it s all digital and malleable information shouldn t it all just fit together In fact below the surface all the data web sites and applications you use could fit together This book teaches you how to forge those latent connections to make the Web your own by remixing information to create your own mashups A mashup in the words of the Wikipedia is a web site or web application that seamlessly combines content from more than one source 1 into an integrated experience Learning how to draw content from the Web together into new integrated interfaces and applications whether for yourself or for other others is the central concern of this book **Using Health Data** Heather Grain, Paula M. Procter, 2009 This text addresses the enduring problem faced by most healthcare workers how to transform data into meaningful and accessible information once they have collected it and then how to present it for maximum effect

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