

Word 2007 For Dummies

Word 2007 For Dummies
Word 2007 For Dummies Cheat Sheet. By Dan Gookin. Word 2007 looks different, but still offers the handy Word staples such as keyboard shortcuts to help you create, format, insert things into, and move through your Word documents. And Word 2007 offers a couple of new features as well to help you manage your word processing with ease.

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Microsoft Office 2007 boasts a new navigation tool — the command ribbon that runs through Word, PowerPoint, Excel, and Access. Use the tabs on the ribbon in each program to work with and within files in every component. The following tables show the commands grouped under each ribbon tab for each of the four programs:

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Word 2007 offers two styles of drop caps. The first, and more common, begins the paragraph with a large letter that spills down into the text. Thus, the drop cap displaces the first few lines of the paragraph. The second style places the large first letter in the margin adjacent to the para...

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