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ideal for home users wanting a word processing program for personal correspondence, and for students up through high school, as it covers the most salient features of Word, i.e., those used almost daily in Page 14/43

almost all writing. College students and businesses, however, would probably be ...

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helps you master Word's Manual redesigned user interface and gives you exactly what you need to create unique, attractive and effective documents. Show and hide more. Publisher resources. Page 16/43

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Word 2007 is the word processing software in the Microsoft 2007 Office suite that allows you Page 19/43

to easily create a variety of pro fessionallooking documents using features such as themes, styles, and SmartArt.

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1. Click ? Start
? Programs ?
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Microsoft Word* * Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar - this will make one more step bet.ween "Programs" and "Microsoft Word" Page 21/43

in the diagram above. MS Word will open a blank page called "Document 1." This is an image of the upper-left corner of MS Word.

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start Word, but it's consistent and reliable - a good tool to have when you need to create a document. Click the Start button. This displays the Start menu. Choose Word from the [...]

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Wordters The Starting Word Ready? Then I'll show you how to start Microsoft Word: 1. Click the Start button - the Start menu appears 2. Point to the entry for All Programs 3. Click on the entry for Microsoft Office Page 37/43

S Word 2007 The Microsoft Word program will load, and a blank document will appear on your screen.
When you need help

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online version of Microsoft Word. Save documents in OneDrive. Share them with others and work together at the same time.

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Labels feature automatically creates customized labels that suit your needs. In this article, you will learn how to create two types of labels: an entire page of the same label and a page of Page 40/43

custom/unique labels.g Manual

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