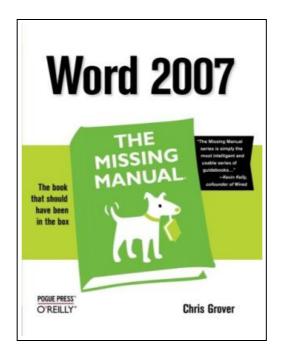
Word 2007: The Missing Manual



Filesize: 2.07 MB

Reviews

A really awesome ebook with perfect and lucid reasons. Indeed, it is engage in, still an amazing and interesting literature. I am just very easily could possibly get a satisfaction of reading a composed publication.

(Petra Kuphal)

WORD 2007: THE MISSING MANUAL



To download **Word 2007: The Missing Manual** PDF, remember to click the button listed below and save the file or get access to other information that are relevant to WORD 2007: THE MISSING MANUAL ebook.

O'Reilly Media, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The Missing CreditsIntroductionPart One: 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 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 Formatting Selecting 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. Setting Up the Document: Margins, Page Breaks, and MoreChoosing Paper Size and LayoutChanging Paper SizeSetting Paper OrientationSetting Document MarginsSelecting Preset MarginsSetting Custom MarginsSetting Margins for BookletsAdding Page Background FeaturesAdding WatermarksChoosing a Page ColorApplying Page BordersAdding Headers and FootersIntroducing the Header and Footer ToolsInserting and Modifying a Header Building BlockAdding a Matching Footer Building BlockCreating Custom Headers and FootersRemoving Headers, Footers, and Page NumbersWorking with Multiple ColumnsCustomizing ColumnsLine NumbersHyphenationAutomatic HyphenationManual HyphenationRemoving Hyphenation from Your DocumentChapter 4. 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 Between ParagraphsSpacing Between LinesInserting Page Breaks and Line BreaksCreating Bulleted and Numbered ListsSetting TabsHow Tab Stops WorkViewing Tab Marks in Your TextDeleting and Editing TabsTypes of TabsTab LeadersUsing Word''s RulersManaging Tab Settings with the RulerSetting Margins with the RulerAdjusting...

Read Word 2007: The Missing Manual Online
Download PDF Word 2007: The Missing Manual
Download ePUB Word 2007: The Missing Manual

Other Kindle Books



[PDF] Owen the Owl s Night Adventure: A Bedtime Illustration Book Your Little One Will Adore (Goodnight Series 1)

Click the link beneath to read "Owen the Owl s Night Adventure: A Bedtime Illustration Book Your Little One Will Adore (Goodnight Series 1)" file.

Read PDF »



[PDF] Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

Click the link beneath to read "Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)" file.

Read PDF »



[PDF] Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large

 ${\it Click the link beneath to read "Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large" file. Read PDF * \\$



[PDF] Traffic Massacre: Learn How to Drive Multiple Streams of Targeted Traffic to Your Website, Amazon Store, Auction, Blog, Newsletter or Squeeze Page

Click the link beneath to read "Traffic Massacre: Learn How to Drive Multiple Streams of Targeted Traffic to Your Website, Amazon Store, Auction, Blog, Newsletter or Squeeze Page" file.

Read PDF v



[PDF] Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Click the link beneath to read "Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade" file.

Read PDF »



[PDF] Games with Books: Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Click the link beneath to read "Games with Books: Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade" file.

Read PDF »



[PDF] Pickles To Pittsburgh: Cloudy with a Chance of Meatballs 2

Access the hyperlink listed below to download and read "Pickles To Pittsburgh: Cloudy with a Chance of Meatballs 2" PDF document

Read ePub »



[PDF] Learning with Curious George Preschool Math

Access the hyperlink listed below to download and read "Learning with Curious George Preschool Math" PDF document. Read e Pub »



[PDF] Ready, Set, Preschool!: Stories, Poems and Picture Games with an Educational Guide for Parents

Access the hyperlink listed below to download and read "Ready, Set, Preschool!: Stories, Poems and Picture Games with an Educational Guide for Parents" PDF document.

Read ePub »



[PDF] DK Readers Day at Greenhill Farm Level 1 Beginning to Read

Access the hyperlink listed below to download and read "DK Readers Day at Greenhill Farm Level 1 Beginning to Read" PDF document.

Read ePub »



[PDF] Depression: Cognitive Behaviour Therapy with Children and Young People

Access the hyperlink listed below to download and read "Depression: Cognitive Behaviour Therapy with Children and Young People" PDF document.

Read ePub »



[PDF] Oxford Reading Tree Read with Biff, Chip and Kipper: Phonics: Level 2: A Yak at the Picnic (Hardback)

Access the hyperlink listed below to download and read "Oxford Reading Tree Read with Biff, Chip and Kipper: Phonics: Level 2: A Yak at the Picnic (Hardback)" PDF document.

Read ePub »