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the menus are no longer there. Most importantly, the FILE MENU is missing. This is the most disconcerting issue for new users, but fear not! All of the features that you usually found in the FILE MENU are now behind the ubiquitous OFFICE BUTTON (circled below).

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Click on Word 97-2003 Document or Word Document. Word 97-2003 Document allows other people to see it, even if they have older versions of Word and haven't installed the Office 2007 Compatibility Pack, while if you use Word

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Document, only people that have Word 2007 or the Compatibility Pack can open it. Either one is a good choice. 5

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It is as the name implies a "beginner's
guide" to Word 2007. This book has two
purposes: First to provide the

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inexperienced user with a working knowledge of Word 2007, so Word becomes more than just a way to write a letter. The second purpose is to explain the new user interface, the Ribbon. I hope this helps.

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another. keeping the text at original place unchanged. To copy the text: Select the text to be copied.

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software users as a free download with potential restrictions and is not necessarily the full version of this software.

Compatibility with this software may vary, but will generally run fine under Microsoft Windows 10, Windows 8, Windows 8.1, Windows 7, Windows Vista and Windows XP on either a 32-bit or 64-bit setup.

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2. Point to the entry for All Programs 3.
Click on the entry for Microsoft Office –
Word 2007 The Microsoft Word program
will load, and a blank document will
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the ebook.

I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I thing

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you have to be a computer nerd to understand this stuff. Microsoft Office Word 2007 is a very powerful word processor program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Word 2007. This book has easy to follow step by step

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directions on how to use word 2007.

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doesn't always tell you in this insider's guide to using Word in the real world. How do you use the new Ribbon? What's the best way to add pictures? From deciphering fonts to doing mass mailings, first get the official way, then the best way from an expert. Unbiased coverage on how to get the most out of Word 2007,

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from applying templates and styles to using new collaboration tools Savvy, real-world advice on creating document for the Web, saving time with macros, and punching up docs with SmartArt. Time-saving techniques and practical guidance on working around Word quirks, avoiding pitfalls, and increasing your productivity.

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Tips and hacks on how to customize keyboard shortcuts, how to embed fonts, and quick ways to get to Help. Sidebars and tables on TrueType versus Printer fonts, Word 2007 View modes, and tabs in Word 2007. Watch for these graphic icons in every chapter to guide you to specific practical information. Bright Ideas

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are smart innovations that will save you time or hassle. Hacks are insider tips and shortcuts that increase productivity. When you see Watch Out! heed the cautions or warnings to help you avoid common pitfalls. And finally, check out the Inside Scoops for practical insights from the author. It's like having your own expert at

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Document Map. Formatting: Font, Size,

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Formatting; Using the Mini Toolbar;
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