

Office 2007 User Guide

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Each of the programs in Office 2007 has a customizable

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Quick Access Toolbar at the top. Add the tools that you use most often to this toolbar by clicking on the “More” button (the arrow at the end of the toolbar.) At the top left corner of the screen you will see a round button called the Office Button. This has replaced the “File” menu from the previous versions of Office.

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Summary Microsoft Office Excel 2007 delivers the Office Fluent interface that presents the relevant tools you need when you need them. New formatting tools, new charts, expanded row counts, and Page Layout View will enable you to create better and bigger spreadsheets faster.

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It's the Microsoft Office Button Get up to speed with the 2007 Office system... Page 44 Test 2, question 2 To use a keyboard shortcut to select a tab on the Ribbon, you first press which key on the keyboard? (Pick one answer.) 1. ALT. 2. SHIFT. 3. CTRL. Get up to speed with the 2007 Office system... Page 45 Test 2, question 2: Answer ALT. This will display badges showing which key you press to access each tab. Get up to speed with the 2007 Office system...

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How to use Microsoft Excel 2007 Updated by Rachael Steller (Summer 2008) 1 Microsoft Office Excel is a powerful tool used to create and format spreadsheets. Spreadsheets allow information to be organized in rows and tables and analyzed with automatic mathematics. Spreadsheets are commonly be used to perform many different types of calculations.

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Download Microsoft Word 2007 manual. The new interface for Office 2007 is very different from previous versions. The first thing that you might notice is that some of 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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GLOSSARY OF MICROSOFT OFFICE 2007 TERMS .

Interface: Overall look on the window of an application. Office 2007 has updated and dramatically changed its standard interface. You will not see traditional menus, toolbars, and

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most of the task panes of earlier versions. Office Button: the Main button at top left corner of the window allows you to open,

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Office 2007 include applications such as Word, Excel, PowerPoint, and Outlook. They're available as a one-time purchase for use on a single PC. Microsoft 365 plans include premium versions of these applications plus other services that are enabled over the Internet, including online storage with OneDrive and Skype minutes for home use.

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This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program.

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Office 2007 has reached the end of its support lifecycle, meaning there are no new security updates, non-security updates, free or paid assisted support options, or online technical content updates. Customers who are using Office 2007 products and services should move to Office 365 or upgrade to the most recent version of Office .

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