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MS-WORD is a part of the bigger package called MS OFFICE, which can do much more than word processing. In fact when you open up MS OFFICE you will find four main components in it. They are MS-WORD (for word processing), MS EXCEL (for spreadsheet), MS ACCESS (for database management) and MS POWERPOINT (for presentation purposes).

INTRODUCTION TO MS-WORD - Tyrocity

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Word 2007 is like a typewriter on steroids! In this respect Word is no different from other word processing programs. Since the computer has become a common household and workplace item the typewriter has almost disappeared. Some people might have kept their typewriter, but that is mostly for sentimental reasons.

Microsoft Office Word - Kenyatta University

Lecture Notes on MS Word 2007. Lecture Notes on MS Word 2007. Edited by Abbas Vattoli. Word processing. Word processing software is used to create and maintain electronic documents. Alterations can easily be made to stored documents (instead of retyping them), and multiple copies can be printed. Professional looking results can be obtained by using different fonts, and by incorporating graphics in a document.

Lecture Notes on MS Word 2007

[LINK] Ms Word 2007 Practical Exam Questions Pdf Microsoft Word, i.e. MS Word, is a part of the popular MS Office Package. Here you will find a good collection of Multiple Choice Questions to test your knowledge on Microsoft Word with answer. Most of the questions are applicable to all versions of MS Word (including Word 97-2003, 2007, 2010, XP ...

(Latest) Ms Word 2007 Practical Exam Questions Pdf | Most ...

Compare Word 2007 and Word in Microsoft 365; Word in Microsoft 365 *included with Microsoft 365 . Word 2007. Efficient files With XML-based file formats, documents are smaller, more robust, and integrate with more information systems and external data systems. Simplified menus. The tabbed ribbon system streamlines menu commands, styles, and ...

Microsoft Word 2007 | Microsoft Office

1. Click ? Start ? Programs ? Microsoft Word* * Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar – this will make one more step between "Programs" and "Microsoft Word" 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.

WORD BASICS: MICROSOFT OFFICE 2007

Word 13 Outline; Word 14 Table; Word 15 Lesson Notes; Word 16 Lesson Notes Handout; Word 17 Columns; Word 18 Columns; Word 19 Advanced Table; Word 20 Heading 2; Word 21 Numbered List; Word 22 Formatting Options; Word 23 Preset Headings; Word 3 Basic Text; Word 4 Modified Text; Word 5 Text And Outline; Word 6 Letter; Word 7 Bullets; Word 8 ...

Practice Projects for Microsoft Word

How to use Microsoft Excel 2007 Updated by Rachael Steller (Summer 2008) 5 Autofill Autofill allows you to quickly fill data in a series (e.g. months, days of the week, or a numeric series) into adjacent cells. Using Autofill with a text series To use the Autofill function with text, type in the first word of the

How to use Microsoft Excel 2007 - Department of Chemistry

Here you can learn about ms word practical. TO OPEN MS WORD 2007 Start---All Programs---Microsoft Office---Microsoft Office Word 2007.

Learn ms word (practical)

Keep in mind that the Formatting toolbar in Microsoft Excel 2007 is exactly the same as the one used for Microsoft Word 2007. The biggest difference

between the two programs is that, in Excel, the format is set for each individual cell. So if you change the font and applied the bold option in cell C5, then this format will only be applied to ...

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