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5 The Microsoft Office Button The Microsoft Office Button appears at the top of the Word window. When you click the button, a menu appears. From this menu you can create a new document, open existing files, save files in a variety of ways, and print. You can also add security features, send, publish, and close files.

WORD BASICS: MICROSOFT OFFICE 2007

The Excel 2007 window As in Word 2007, the old menu system has been replaced by the Ribbon and the Office button. The title bar displays the name of your current workbook. Tabs at the bottom of the screen identify the different worksheets available to you - I'll show you a little later how to give them meaningful names.

Introduction to MS EXCEL 2007

Now it's time for an overview of Word 2007! The MS Word 2007 window If you've used previous versions of Word, you'll notice that the old menu

system has been replaced by the Ribbon and the Office button. The Office button contains a menu of file-related commands. Click the Office Button to see the available commands.

Introduction to MS WORD 2007

Mouse Training is a UK-based company that offers training courses to companies whose staff use Microsoft Office. Following the release of Office 2010, the company has made available all of its training manuals for previous versions, totally free of charge. So if you're one of the millions of people using any of the Office 2003 or 2007 apps, and you'd like some in-depth information on how to ...

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