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Microsoft Word Tutorial - part 01 of 13 - Word Interface 1 Dummies Guide Office 2007

Microsoft Office 2007 boasts a new navigation tool — the command ribbon that runs through Word, PowerPoint, Excel, and Access. Use the tabs on the ribbon in each program to work with and within files in every component. The following tables show the commands grouped under each ribbon tab for each of the four programs:

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Home?Clipboard?Cut Right-click and choose Cut: Ctrl+X: Paste selection to Clipboard

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Excel 2007 All-in-One For Dummies Cheat Sheet. By Greg Harvey. Excel 2007 is chock full of keyboard shortcuts, or hot keys, you can use to manipulate the data in your Excel spreadsheets. And, Office 2007, of which Excel 2007 is a part, introduced the command Ribbon, which offers tabs and submenus to access Excel's commands in a more intuitive way. So you have at least two ways to access common file, editing, and view commands, and you can get to formula functions with a variety of ...

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To store data on the Office Clipboard, you just need to use the Cut or Copy command, and Office 2007 automatically stores your data on the Office Clipboard. The two big advantages of the Office Clipboard are. You can store up to 24 items. The Windows Clipboard can store only one item. You can select what you want to paste from the Clipboard.

## Office 2007: Sharing Data with the Office Clipboard - dummies

\* Dan Gookin's For Dummies guides to Word have consistently led the pack, selling more than 1.7 million copies in previous editions\* The author's irreverent sense of humor and crystal-clear prose make getting up to speed on Word a snap\* Thoroughly updated to cover Word's new interface, new file format options, and new collaboration and connectivity features\* An essential resource for everyone who wants to hit the ground running with Word 2007 and make the most of all the new features

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\*\* Book Microsoft Office 2007 For Seniors For Dummies \*\* Uploaded By C. S. Lewis, microsoft office 2007 for seniors for dummies shows you how to use each one in a straightforward fun manner that takes all the apprehension away this plain english guide shows you just what you need to know to write letters with word keep a budget

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