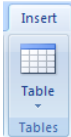
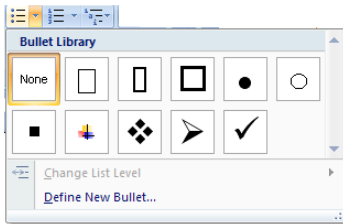
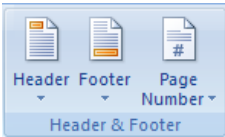
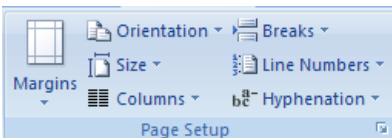
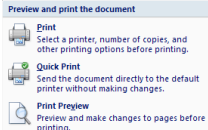


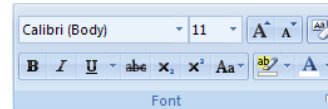
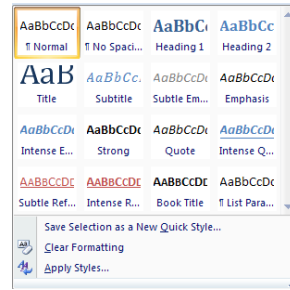
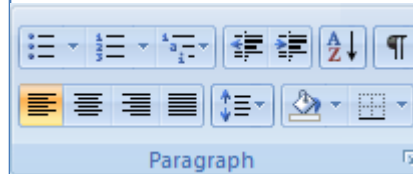

Microsoft Word 2007 Quick Reference

Shortcut	Action
Ctrl + 1	Single Line Spacing
Ctrl + 2	Double Line Spacing
Ctrl + 5	1.5 Line Spacing
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Selects All
Ctrl + Z	Undo Last Action
Ctrl + Y	Repeats Last Action
Ctrl + L	Left Alignment
Ctrl + E	Centre Alignment
Ctrl + R	Right Alignment
Ctrl + J	Fully Justify
Ctrl + N	New Document
Ctrl + S	Save
Ctrl + O	Open
Ctrl + P	Print
F12	Save As
F3	Insert Auto text
F5	GoTo
F7	Spell Check Document
F1	Help

The diagram illustrates the Microsoft Word 2007 interface with several key components highlighted:

- Office Menu:** Located at the top left, containing icons for File, Home, Insert, Page Layout, References, Mailings, Review, and View.
- Quick Launch Toolbar:** A small toolbar on the left side of the ribbon, containing icons for Recent Documents, Home, Insert, Page Layout, References, Mailings, Review, and View.
- Tabs:** The ribbon tabs (Home, Insert, Page Layout, References, Mailings, Review, View) are highlighted.
- Ribbon:** The main area containing various toolbars and options. A callout box states: "Ribbon, Within the Ribbon if you see an arrow this will open a dialog box, giving you more options".
- Styles Gallery:** A gallery of styles (Normal, No Spacing, Heading 1, Heading 2, etc.) is shown. A callout box states: "Styles Gallery, Select the small arrow and a selection of styles will appear".
- Recent Documents:** A list of recently opened documents is shown at the bottom left.

How To	Action
Insert Tables 	Select the Insert Tab and the Table Option , a New Gallery will be activated for preset formatting options
Bullets and Number 	Select the Home Tab , and in the Paragraph group you will find the bullets and numbering , use the Shift Key + Enter to suspend a bullet or number from appearing on the next line
Headers and Footers 	Select the Insert Tab , and the Headers & Footers Group to insert Headers and Footer and Page Numbering . A Gallery of preset designs will appear
Page Layout 	Select the Page Layout Tab , to define your Margins, Orientation, Size , add Columns, Section Breaks, Line Numbers , and add Hyphenation
View (Before Printing) 	Use the Office Logo and Look at the Print Options for Print Preview . Or press Ctrl + F2

How To	Action
Change Type Face 	<ul style="list-style-type: none"> •Select the Home Tab, in the Font Group •Select new font style, size etc.
Use Styles 	<ul style="list-style-type: none"> •Select the Home Tab, the Styles Group. •Select drop down view available styles.
Paragraph Format 	<ul style="list-style-type: none"> •Select the Home Tab, In the Paragraph Group. •Select small arrow at the bottom right corner for more choices.
Word 2007 File Extensions. <ul style="list-style-type: none"> .DOCX Word Document .DOCM Word Macro Document .DOTX Word Template .DOTM Word Macro Template 	Use the Office Logo to select the Save As ,  <p>please ensure you Save to a previous version if sending out of the company</p>