When you open Microsoft Word 2007: Clicking on each of the tabs gives you more editing options.
Clicking on the Microsoft symbol will bring down a menu with the most commonly used options.
Click on the ‘Get Started’ Tab for the Microsoft Word 2007 Tutorial and Training. Then select which tutorial you would like to start.
When you open Microsoft Excel 2007: Clicking on each of the tabs gives you more editing options.
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When you open Microsoft PowerPoint 2007: Clicking on each of the tabs gives you more editing options.
Clicking on the Microsoft symbol will bring down a menu with the most commonly used options.
Click on the ‘Get Started’ Tab for the Microsoft Excel 2007 Tutorial and Training. Then select which tutorial you would like to start.