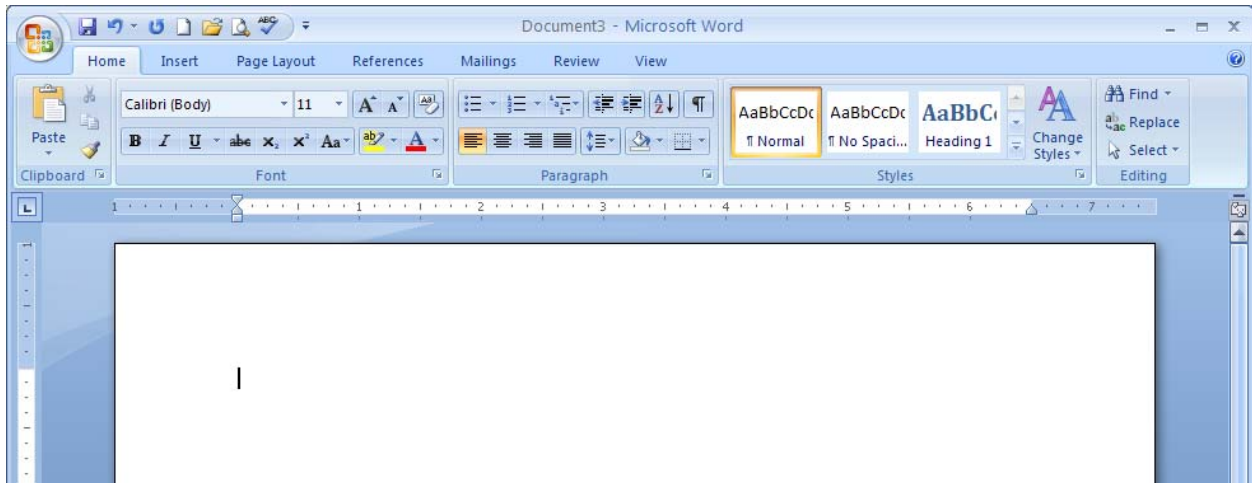


HOW TO COMPLETE BASIC TASKS IN OFFICE 2007

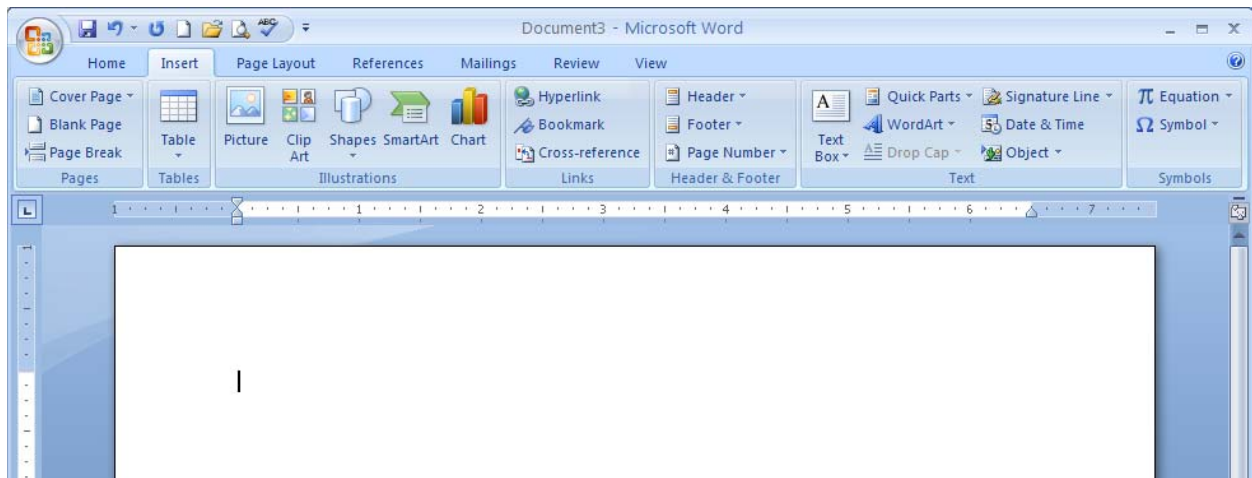
FORMATTING

Click on **Home Tab** on Microsoft Office Ribbon. This tab includes the icons found on the formatting toolbar in Office XP & 2003. (Cut, copy, paste, bold italic, alignment, bullets & numbering...)



INSERTING

Click on **Insert Tab** to insert page breaks, pictures, header/footer, page numbers....



PAGE LAYOUT

Click on **Page Layout Tab** to edit Word files by changing the orientation (Landscape/portrait), page color/border, line/paragraph spacing & order of window.

