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The Microsoft Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Office. The Microsoft Office Button menu contains basic file management commands, including New, Open, Save, and Close. Command tabs: Appear by default whenever you open a Microsoft Office program., previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

To Create a New Document: Click the Office Button, select New, and click Create, or press Ctrl + N. To Open a Document: Click the Office Button and select Open, or press Ctrl + O., Microsoft® Microsoft Office 2007 Quick Reference Card The Microsoft Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Office. The Microsoft Office Button menu

contains basic file management commands, including New, Open, Save, and Close., Office 2007 suites include applications such as Word, Excel, PowerPoint, and Outlook; they are available as a one-time purchase for use on a single PC. Office 365 plans include 2016 versions of these applications plus other services that are enabled over the Internet, including online storage with OneDrive and Skype minutes for home use., Quick Reference Card The Microsoft Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Office. The Microsoft Office Button menu contains basic file management commands, including New, Open, Save, and Close. â€¢ Group: Command tabs: Appear by default whenever you open a Microsoft Office program., and so on. This quick start guide is intended to provide users with a more comprehensive list of features to assist with writing support. To Use 1. To open Microsoft Office Word 2007, click the Start button > All Programs > Microsoft Office > Microsoft Office Word 2007 2. A blank document will appear with eight tabs. 3., Documents

created in previous versions of Microsoft Office can be converted to the Microsoft Office 2007 version. An advantage for converting documents to the newest version is that it will give you access to all the new features. To convert a document:

- o Click on the Microsoft Office Button and choose Convert.
- o Click on OK.

This download allows you to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in a subset of these programs.

How to use Microsoft Excel 2007 Updated by Rachael Steller (Summer 2008)

1 Microsoft Office Excel is a powerful tool used to create and format spreadsheets.

Office Quick Starts. Get up and running quickly with the basic info you need to be productive right away.

Get the latest information about Microsoft Excel 2007, including product features, end of Life information, download information and more.

I wrote a class library that automates Excel2007: fills an excel file with data from database, runs macros and eventually exports to PDF. The code is called

from a COM+ application that runs under "Myself" user that is not logged on the computer.

This visual, interactive reference guide helps you find your favorite Microsoft Office Excel 2003 commands in the new 2007 interface.

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