



MICROSOFT WORD 2007

Quick Reference Guide

The screenshot displays the Microsoft Word 2007 interface. The ribbon is visible at the top, with tabs for File, Home, Insert, Page Layout, Reference, Mailings, Review, and Window. The Home tab is active, showing Font, Paragraph, and Styles groups. The main document area is a blank white page. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 0', and '44%'. A vertical ribbon reference is shown on the right side of the interface, listing various ribbon options and their corresponding icons.

Numbered callouts (1-12) are placed on the interface to highlight key features:

- 1. File menu
- 2. Ribbon
- 3. Font group
- 4. Paragraph group
- 5. Styles group
- 6. Quick Launch
- 7. Ribbon tab
- 8. Ribbon group
- 9. Ribbon icon
- 10. Ribbon icon
- 11. Ribbon icon
- 12. Ribbon icon

Vertical Ribbon Reference:

- File
- Home
- Insert
- Page Layout
- Reference
- Mailings
- Review
- Window
- Help

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Word 2007 Quick Reference Guide:

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