



Office Save Undo
Button

WORD 2007 QUICK REFERENCE

Office Button: New, Open, Save, Print, Close

Home Tab: Allows you to set:
Font
Paragraph
Styles
"Find and Replace"

Insert Tab: Allows you to add:
Cover Page
Tables
Charts
Header/Footer
Text Boxes
Symbols

Page Layout: Allows you to set:
Margins
Columns
Indents
Paragraph spacing

Review Tab: Grammar and Spell Check
Track Changes
Accept Changes
Compare Documents
Protect Document

View Tab: Insert the ruler so you can see "where you are on the page"

References: Table of Contents
End notes
Citations
Captions