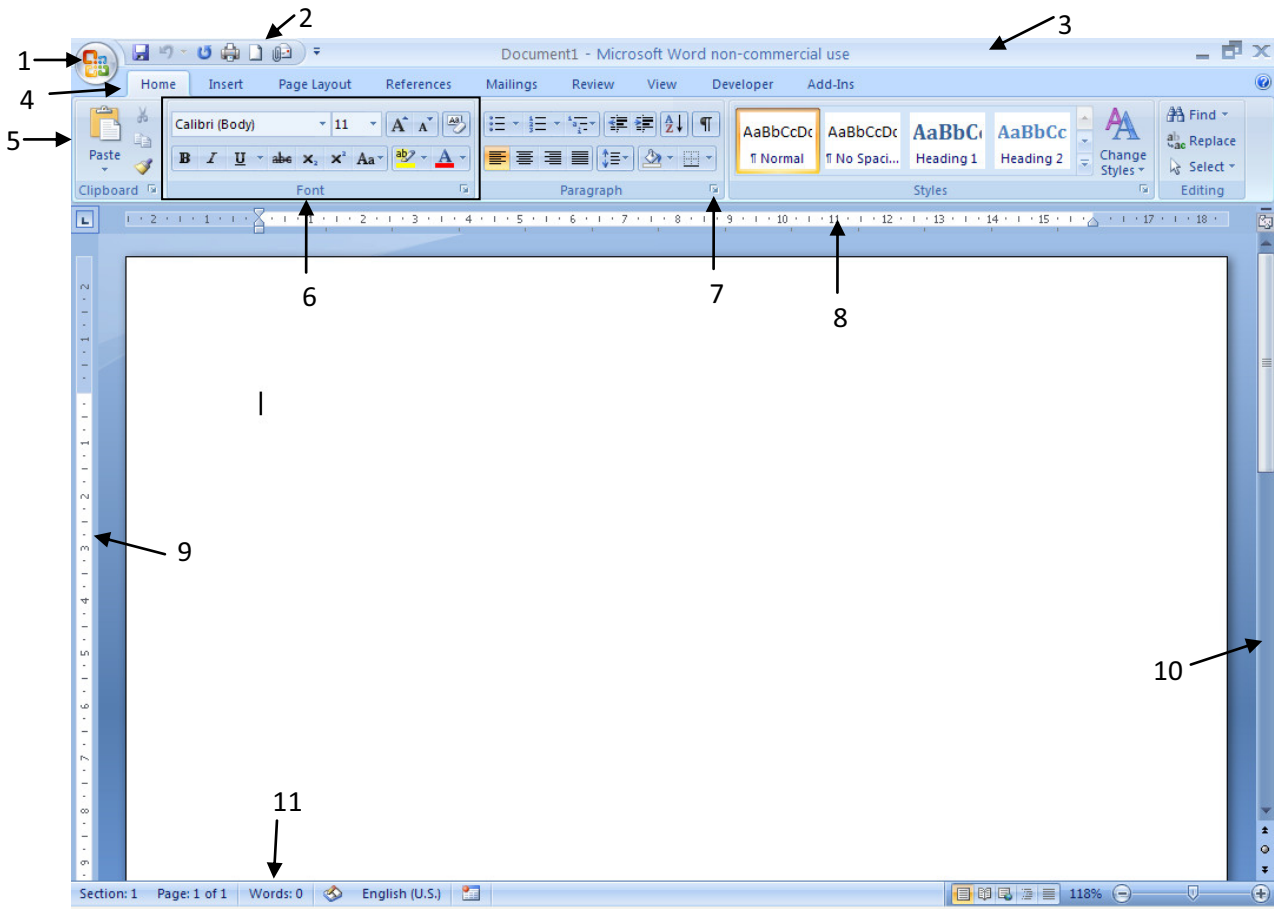


Lesson 1: Introduction to Word 2007



Name the different parts of the Microsoft Word 2007 Window.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Lesson 2: Word Ribbons

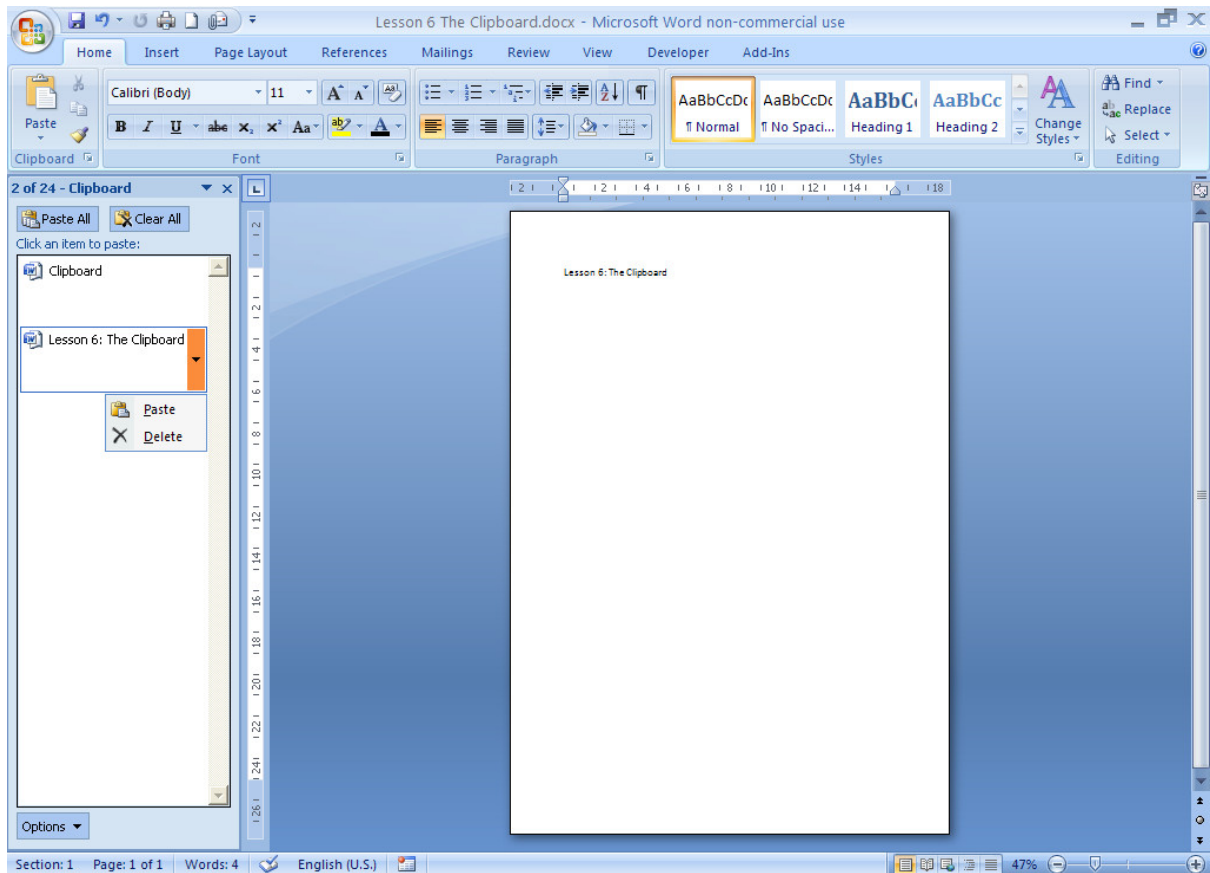
On which tab and group is each of the following buttons?



Button	Tab	Group
Page Orientation		
Format Painter		
Insert Caption		
Table		
Table of Contents		
Numbering		
New Comment		
Shapes		
Justify		
Page Break		
WordArt		
Start Mail Merge		
Grow Font		
Zoom		
Picture		
Find		
Header		
Clear Formatting		
Print Layout		



Lesson 7: The Clipboard



1. How can you view the contents of the Clipboard?

2. How many items can be stored on the Clipboard?

3. Explain how to paste only one item from the Clipboard.

4. Explain how to delete one item from the Clipboard.

5. Explain how to paste all the items from the Clipboard.

6. Explain how to clear the Clipboard.
