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Microsoft Word 2007 This guide will help you to take advantage of some of the more advanced features that Microsoft Word 2007 has available. To navigate this guide, it is essential for you to be familiar with some of the basic concepts about the program. In this guide, you will learn how to: Work with Quick Styles.

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1. Click ? Start ? Programs ? Microsoft Word* * Occasionally, Microsoft Word will be in a folder called "Microsoft Office" or something similar this will make one more step between "Programs" and "Microsoft Word" in the diagram above. MS Word will open a blank page called "Document 1". This is an image of the upper-left corner of MS Word. This box features two important bits of

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HELP DESK: 212-4420 1. In the Ribbon, click on the Page Layout tab. 2. Click on the Margins command button. 3. Click on Custom Margins. 4. Change the margins as desired. 5. Click the Done button. 6. Click Yes in the Confirmation box. Page 4

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of the program for things you do all the time.

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