


Microsoft Word 2007 Reference Guide

Office Button 	New	Templates
	Open	
	Save	
	Save As	Word Document Word Template Word 97-2003 Document Find add-ins for other file formats Other Formats
	Print	Quick Print Print Preview
	Prepare	Properties Inspect Document Encrypt Document Restrict Permission Add a Digital Signature Mark as Final Run Compatibility Checker
	Send	E-mail Internet Fax
	Publish	Blog Document Management Server Create Document Workspace
	Close	

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Home	Clipboard	Copy Cut Format Painter Paste	Insert	Pages	Blank Page Cover Page Page Break
	Font	Bold Clear Formatting Font Color Font Font Size Grow Font Highlight Color Italic Shrink Font Strikethrough Subscript Superscript Underline		Tables	Insert Table Draw Table Excel Spreadsheet Quick Tables
	Paragraph	Alignment Borders Bullets Decrease Indent Increase Indent Line Spacing Multilevel List Numbering Shading Show/Hide Sort		Illustrations	Picture Clip Art Shapes SmartArt Chart
	Styles	Change Styles		Links	Hyperlink Bookmark Cross-reference
	Editing	Find Replace Select		Header & Footer	Header Footer Page Number
			Text	Quick Parts WordArt Drop Cap Signature Line Date & Time Object	
			Symbols	Equation Symbol	

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Page Layout	Themes	Theme Colors Theme Fonts Theme Effects	References	Table of Contents	Blank Page Cover Page Page Break
	Page Setup	Breaks Columns Hyphenation Line Numbers Margins Orientation Size		Footnotes	Insert Footnote Insert Endnote Next Footnote Show Notes
	Page Background	Page Borders Page Color Watermark		Citations & Bibliography	Insert Citation Manage Sources Style Bibliography
	Paragraph	Indent Left Indent Right Spacing After Spacing Before		Captions	Insert Caption Insert Table of Figures Update Table Cross-reference
	Arrange	Align Bring to Front Group Position Rotate Send to back Text Wrapping		Index	Mark Entry Insert Index Update Index
				Table of Authorities	Mark Citation Insert Table of Authorities Update Table of Authorities

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Mailings	Create	Envelopes Labels	Review	Proofing	Research Spelling & Grammar Thesaurus Translate
	Mail Merge	Edit Recipient List Select Recipients Start Mail Merge		Comments	Delete Comment New Comment Next Comment Previous Comment
	Write & Insert Fields	Address Block Greeting Line Highlight Merge Fields Insert Field Match Fields Rules Update Labels		Tracking	Balloons Final Showing Markup Reviewing Pane Show Markup Track Changes
	Preview Results	Auto Check for Errors Find Recipient		Changes	Accept Changes Next Change Previous Change Reject Changes
	Finish	Finish & Merge		Compare	Compare Show Source Documents
			Protect	Protect Document	

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
View	Document Views	Draft Full Screen Reading Outline Print Layout Web Layout	Table Tools Design	Table Style Options	Banded Columns Banded Rows First Column Header Column Last Column Total Row
	Show/Hide	Document Map Gridlines Message Bar Ruler Thumbnails		Table Styles	Borders Shading Table Styles
	Zoom	100% One Page Two Pages Page Width		Draw Borders	Draw Table Eraser Line Style Line Weight Pen Color
	Window	Reset Window Position Switch Windows Synchronous Scrolling View Slide by Slide	Table Tools Layout	Table	Properties Select View Gridlines
	Macros	Macros		Rows & Columns	Delete Table Insert Above Insert Left Insert Right
				Merge	Merge Cells Split Cells Split Table
				Cell Size	Table Row Height Table Column Width AutoFit
			Alignment	Cell Alignment Cell Margins Text Direction	
			Data	Covert to Text Formula Report Header Rows Sort	

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TAB	RIBBON	COMMAND
Picture Tools Format	Adjust	Brightness Change Picture Compress Pictures Contrast Recolor Reset Picture
	Picture Styles	Picture Border Picture Effects Picture Shape
	Arrange	Align Bring to Front Group Object Position Rotate Send to Back Text Wrapping
	Size	Crop Shape Height Shape Width