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Fundamentals Create a Blank

Document: Click the File tab, select  
New, and click Blank document; or,

press Ctrl + N. Open a Document:

Click the File tab and select Open,  
or press Ctrl + O. Select a location

with a file you want, then select a  
file and click Open. Microsoft Word

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Courses button on the Quick Access  
Toolbar, or press Ctrl + S. Choose a

location where you want to save the  
file. Give the file a name, then click

Save. Preview and Print: Click the  
File tab, select Print, specify print

settings, and click Print. Close a

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Change the order of the commands on the Quick Access Toolbar. Right-click the Quick Access Toolbar, and then click Customize the Quick Access Toolbar on the shortcut menu. Customize the Quick Access Toolbar - Office Support How to Add an Excel 2007 Macro to the Quick Access Toolbar. By Greg Harvey . You can assign a macro created in Excel 2007 to a custom button on the Quick Access toolbar and then run it by clicking that button. This provides quicker access to a macro than using the Macro dialog box. How to Add an Excel 2007 Macro to the Quick Access Toolbar

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... To do this. Press. Move to the Tell me or Search field on the Ribbon and type a search term for assistance or Help content.. Alt+Q, then enter the search term. Open the File page and use Backstage view.. Alt+F. Open the Home tab and format text and numbers and use the Find tool.. Alt+H. Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text

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Analysis For Dummies Cheat Sheet. Excel 2007 can tell you quite a bit about a selected range of cells just from the status bar. When you select cells that have data in them, Excel's status bar can tell you some useful information about those cells. When you right-click the status bar, Excel displays a pop-up menu that includes several statistical measures that you can make on the selected ... Excel 2007's Quick Data Analysis from the Status Bar - dummies Quick Guide: Sorting in Microsoft Excel 2007. In this Quick Guide, we will focus on how to use the sorting feature in MS Excel 2007. For this demonstration, we take an example of a two step sorting of a Blood Glucose report by Date and then by Time of Reading. Quick Guide: Sorting in

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