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Opening an Existing Document Click the Microsoft Office Button and Click Open, or Press CTRL+O (Depress the CTRL key while pressing the "O") on the keyboard, or If you have recently used the document you can click the Microsoft Office Button and click the name of the document in the Recent Documents section of the window Insert picture of

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Office 2007 Tutorial Documents 5 The Microsoft Office Button The Microsoft Office Button appears at the top of the Word window.When you click the button, a menu appears. From this menu you can create a new document, open existing files, save

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To create a new document: Click the Microsoft Office button in the top left corner of the Microsoft Word window. In the menu that opens, click New. This opens the New Document dialog box: The New Document dialog box displays the templates available in Word. Templates offer reusable designs for multiple documents.

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unzip the set of work files for Office 2007 (your instructor will help you with this if you are working with a class) Copy onto your disk (USB drive or hard drive) the folder titled Office 2007 Work Files, which includes the three sets of files that accompany these tutorials (Work Files, PowerPoint Files, Access Files) Inside the Office 2007 Work Files folder Create a new Fourth folder called Data Files

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