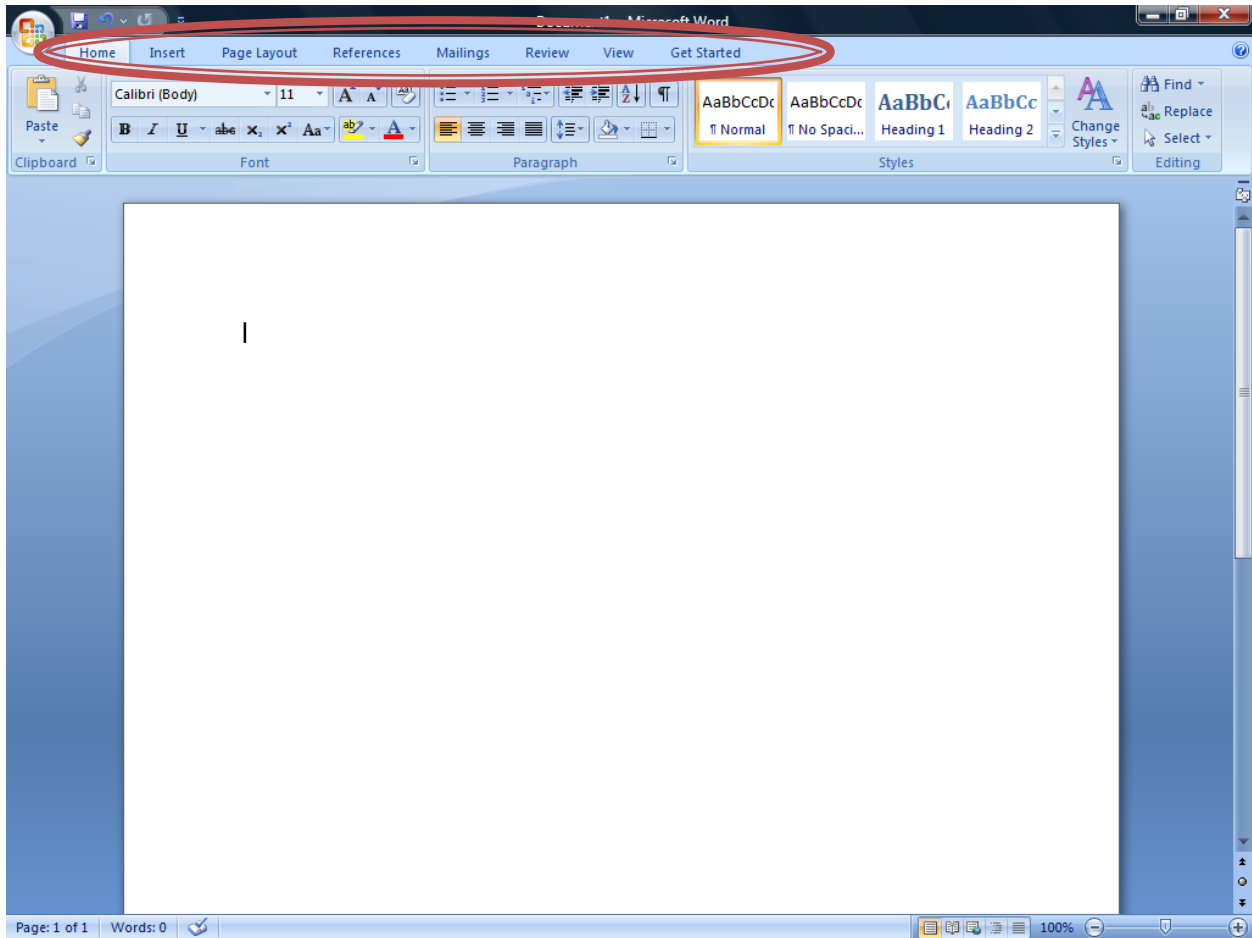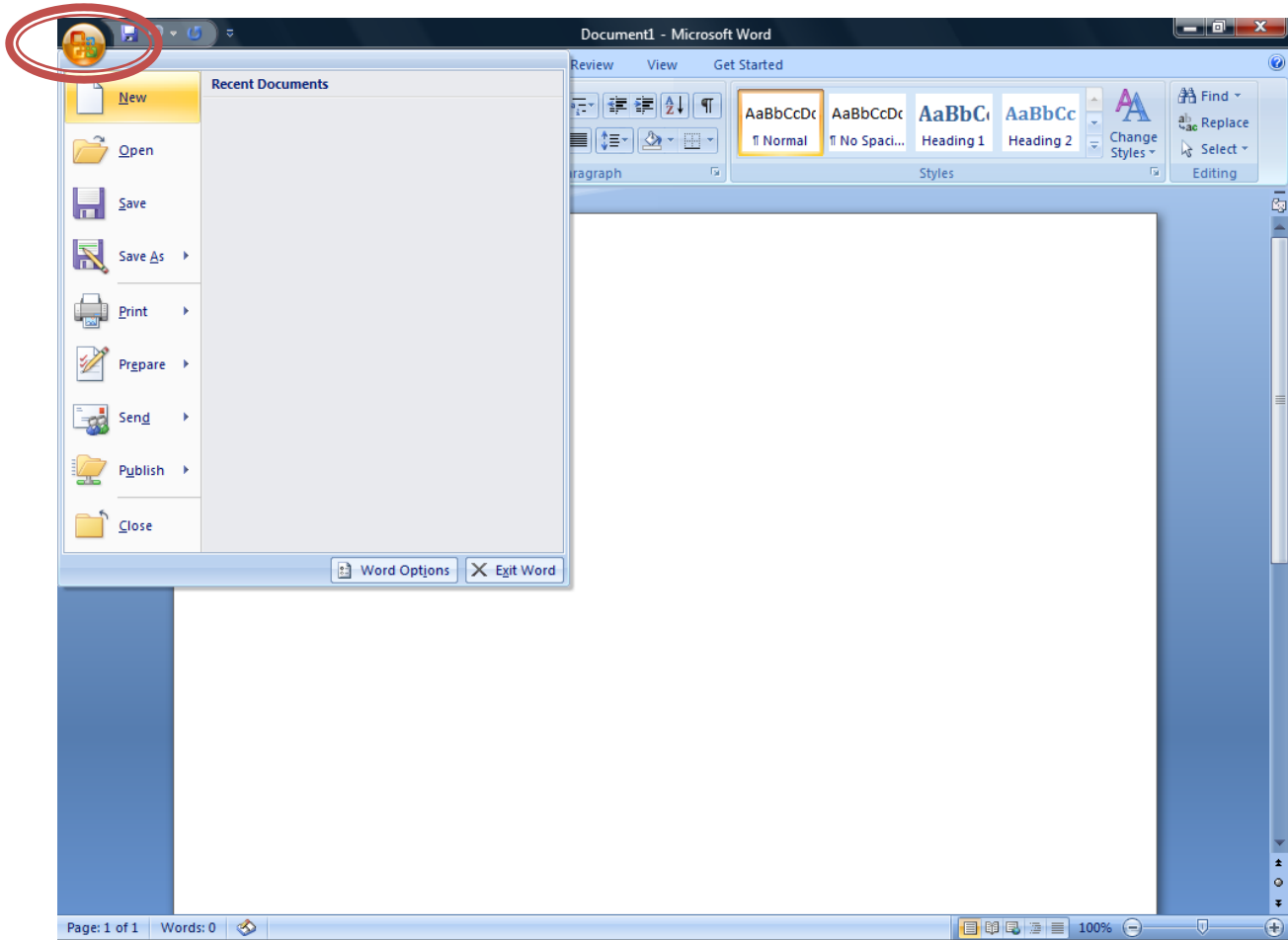When you open Microsoft Word 2007: Clicking on each of the tabs gives you more editing options.

Clicking on the Microsoft symbol will bring down a menu with the most commonly used options.

Click on the 'Get Started' Tab for the Microsoft Word 2007 Tutorial and Training. Then select which tutorial you would like to start.
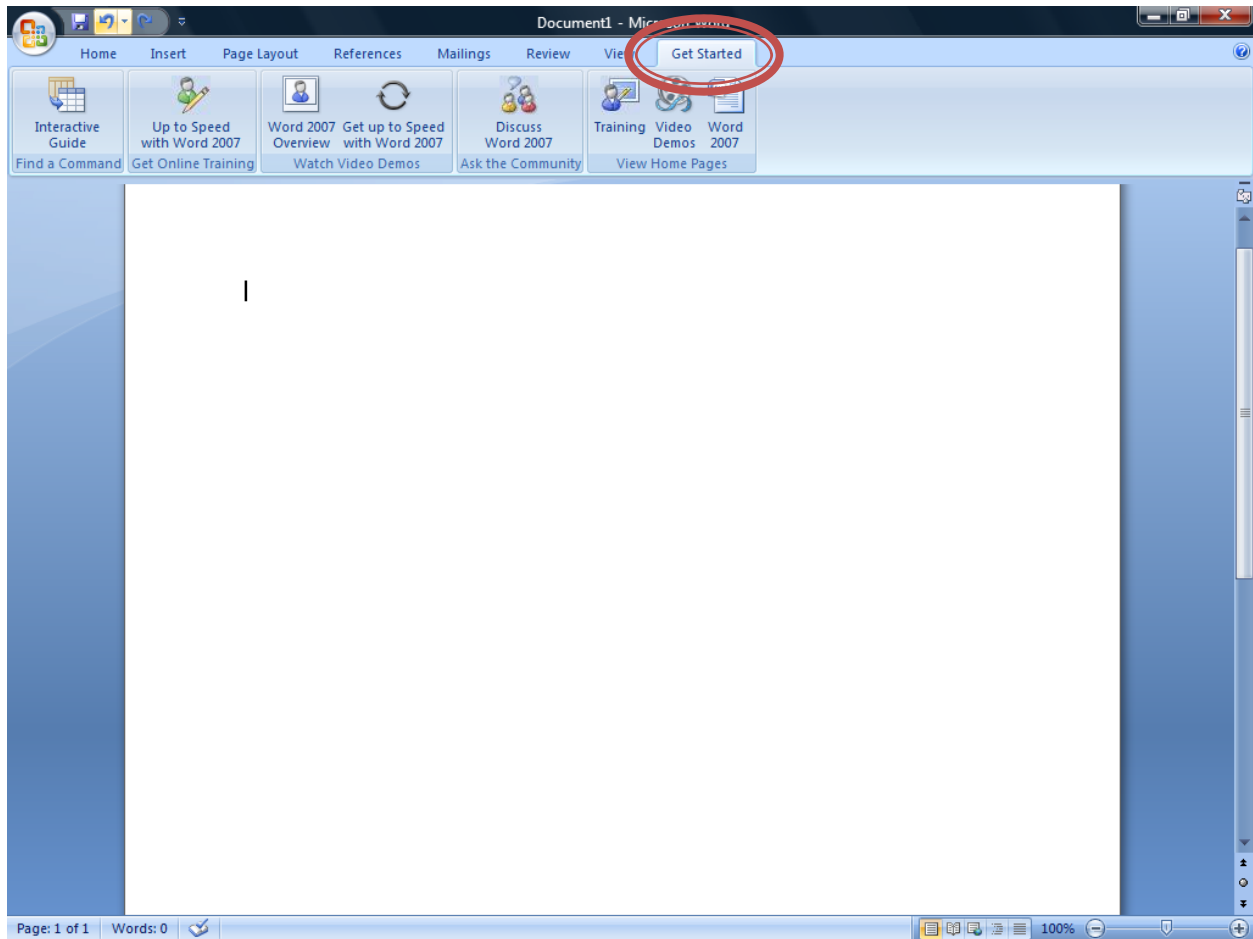
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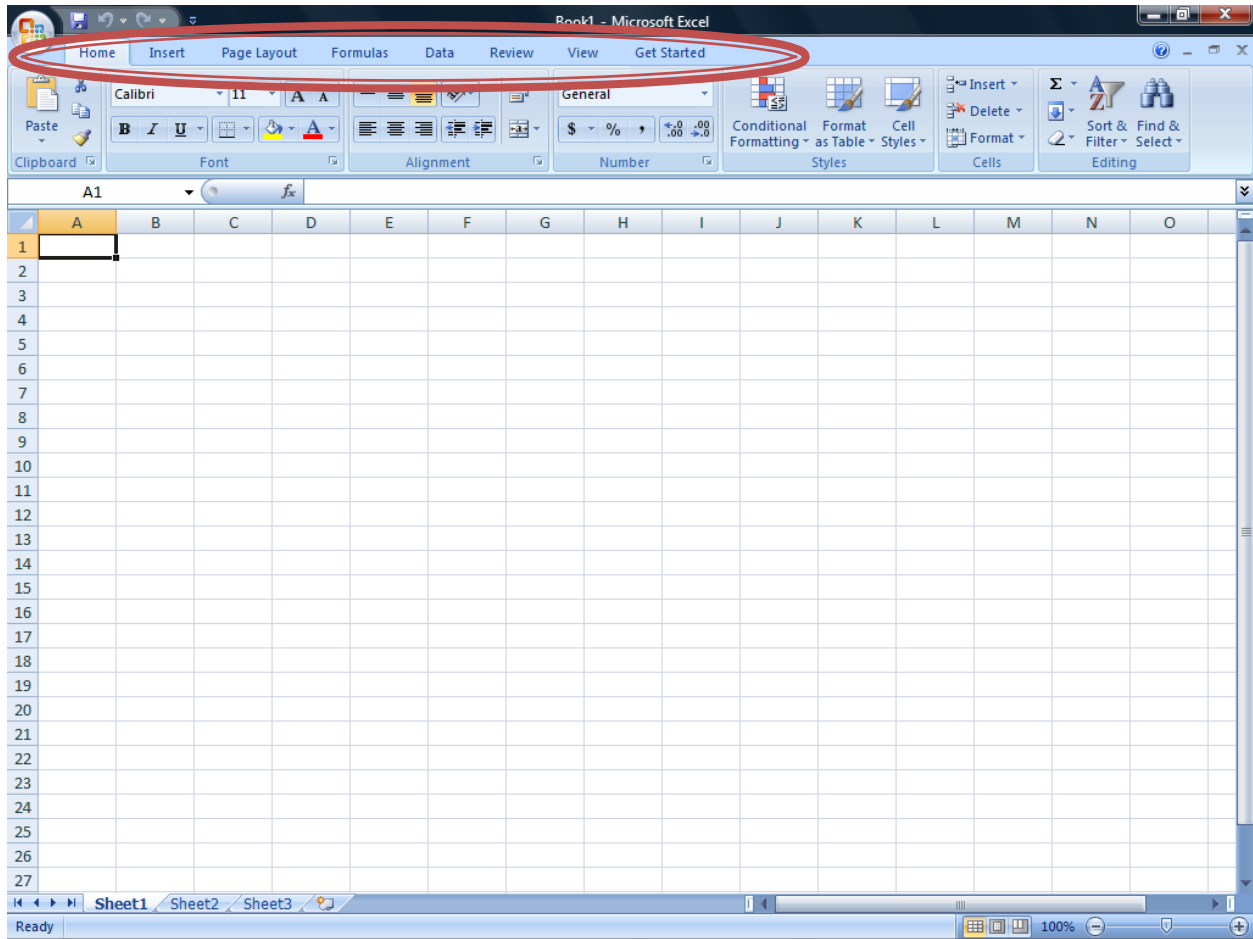
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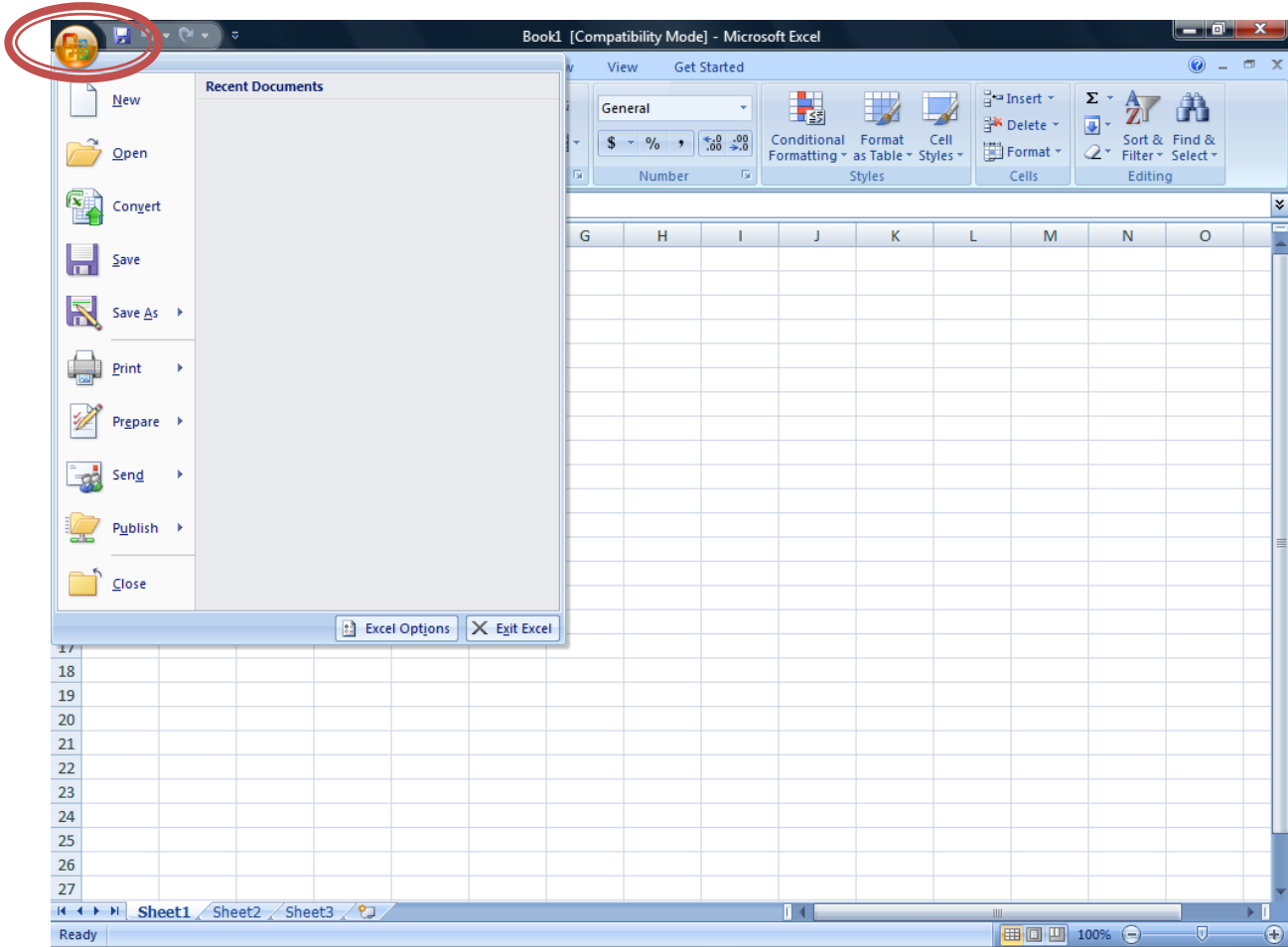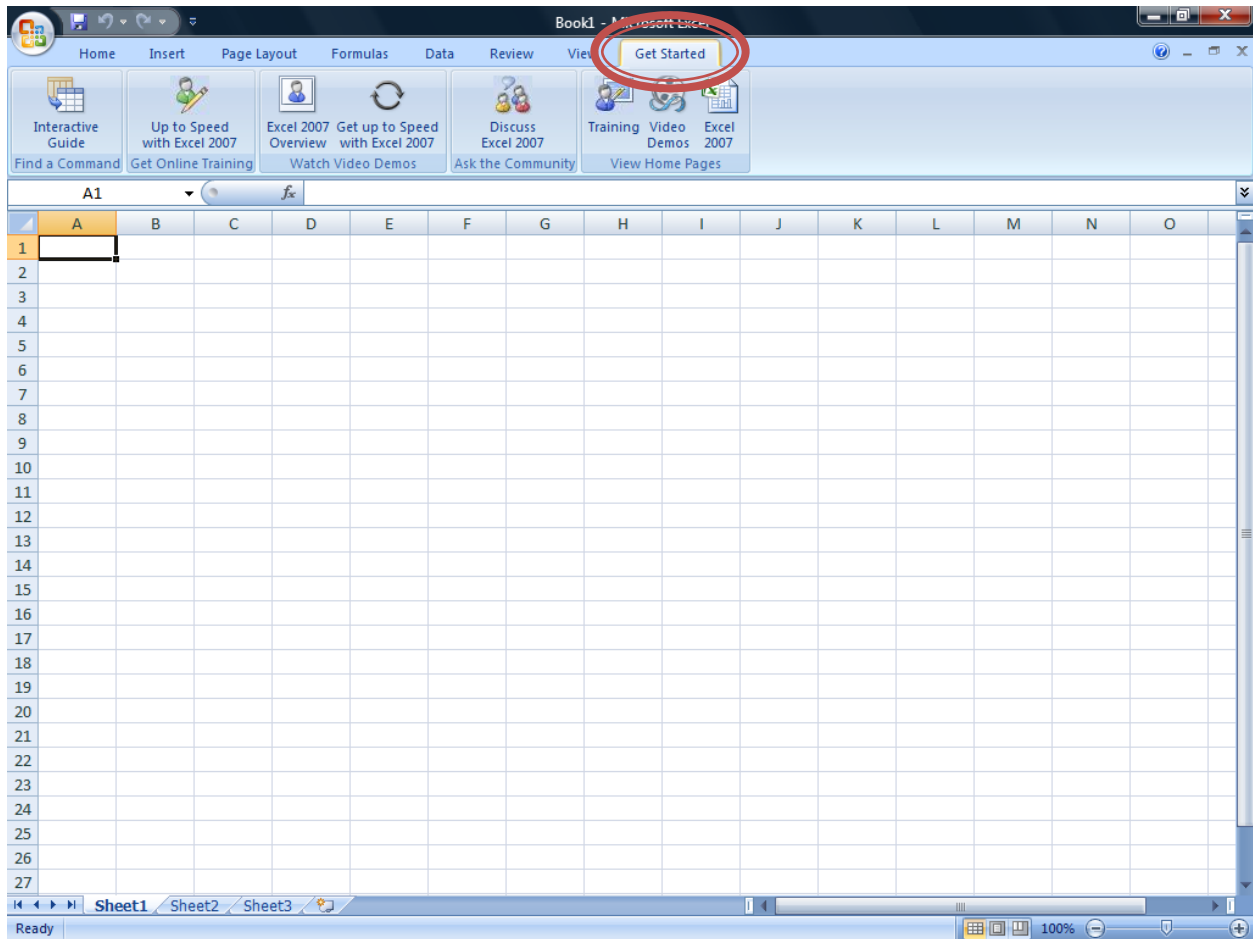
Click on the 'Get Started' Tab for the Microsoft Excel 2007 Tutorial and Training. Then select which tutorial you would like to start.

When you open Microsoft PowerPoint 2007: Clicking on each of the tabs gives you more editing options.
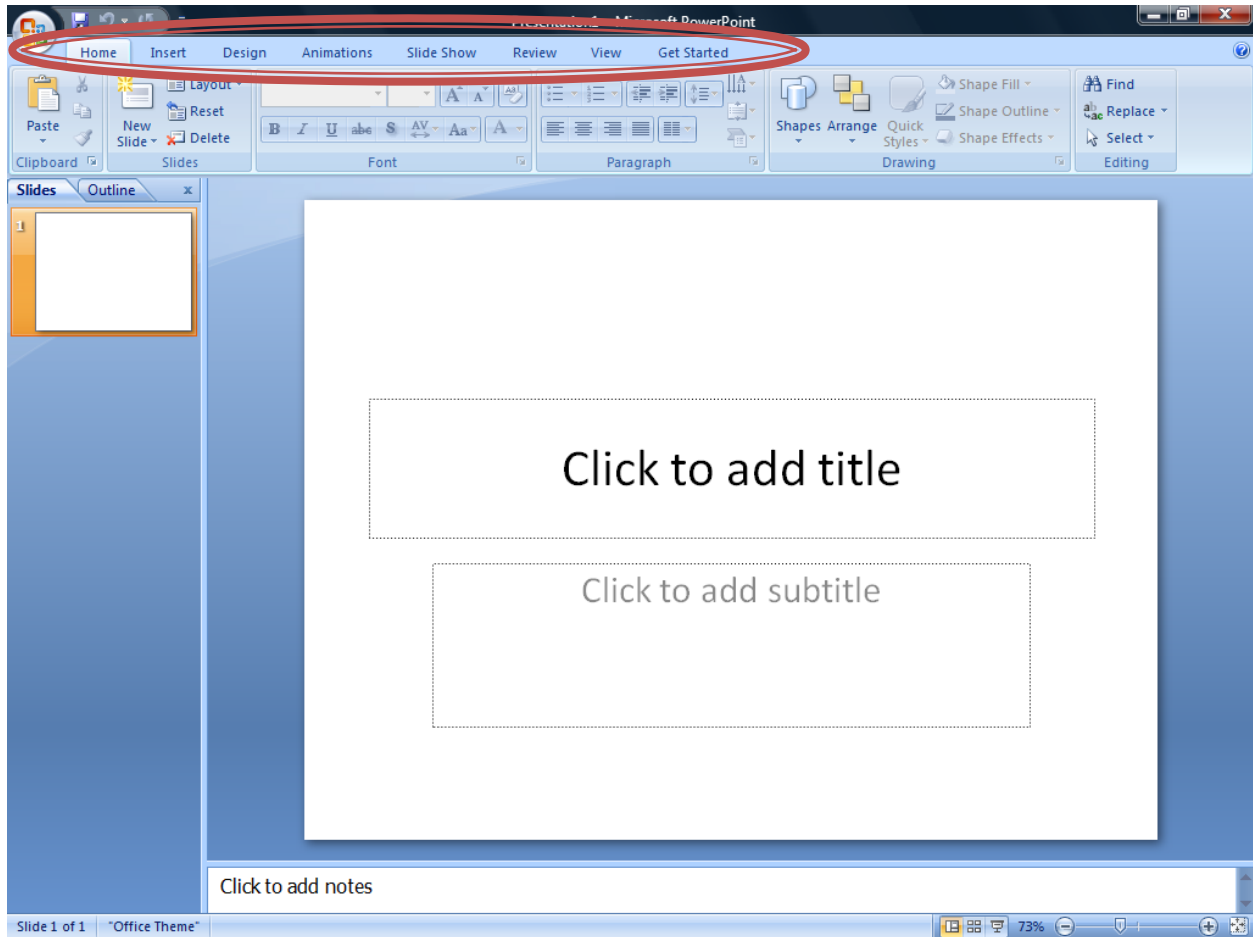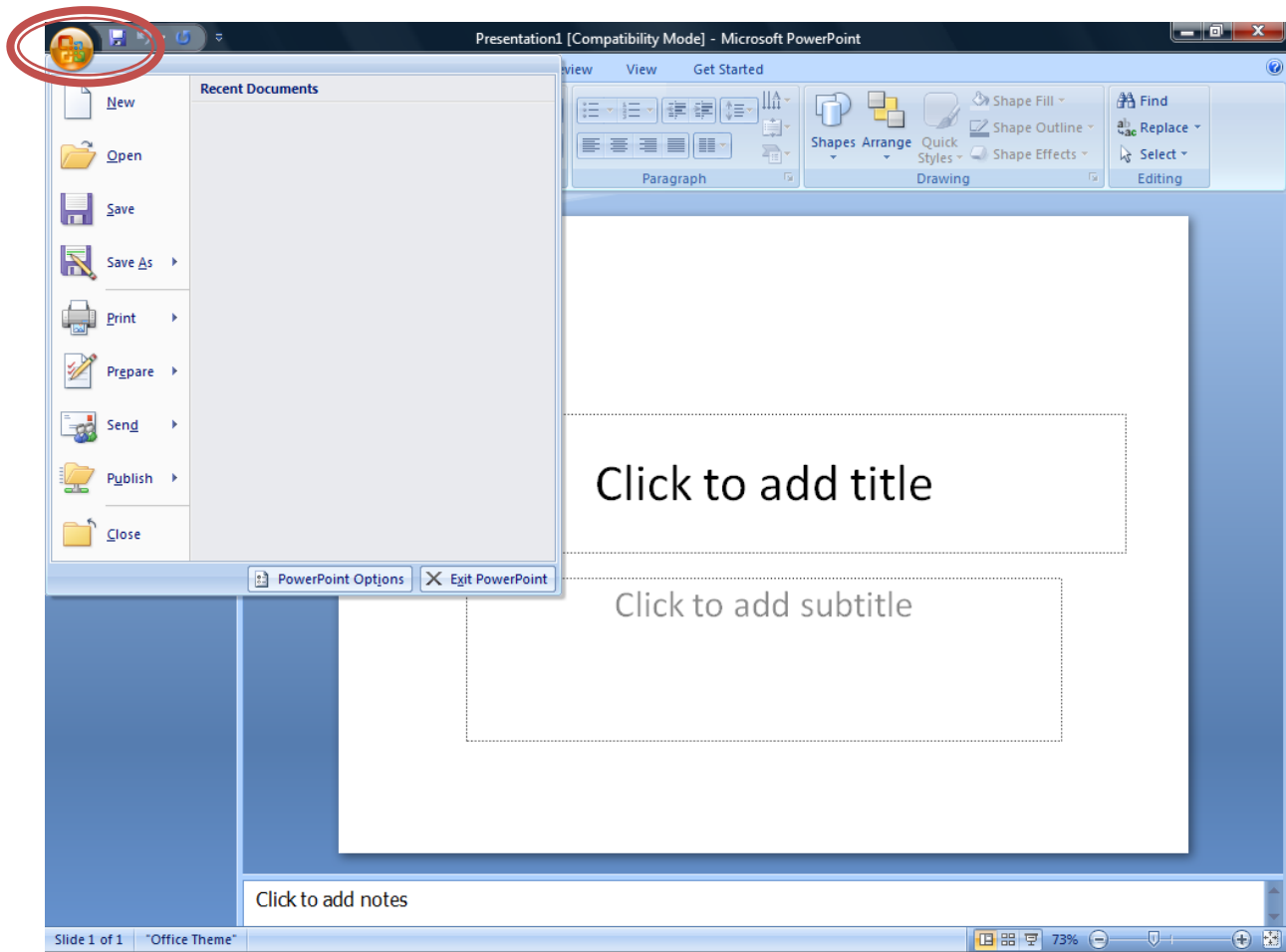
Clicking on the Microsoft symbol will bring down a menu with the most commonly used options.

Click on the 'Get Started' Tab for the Microsoft Excel 2007 Tutorial and Training. Then select which tutorial you would like to start.