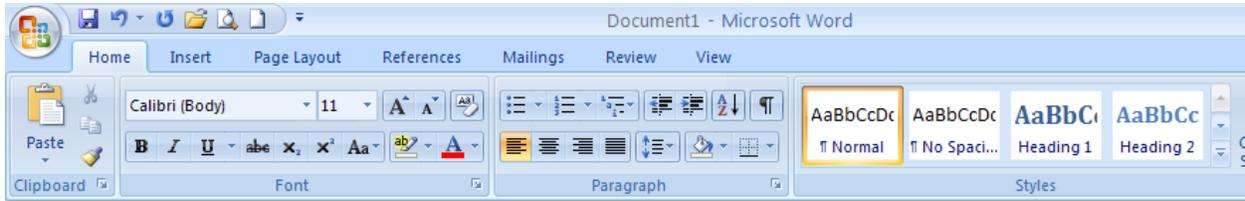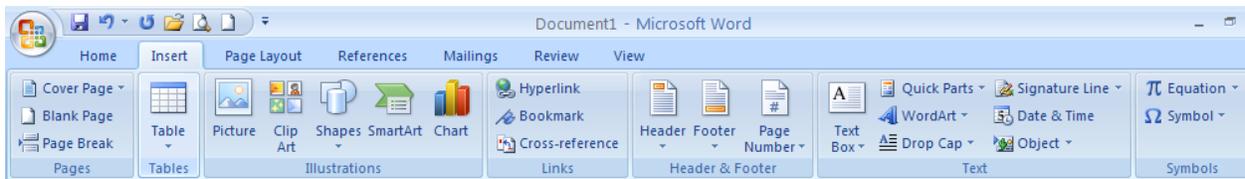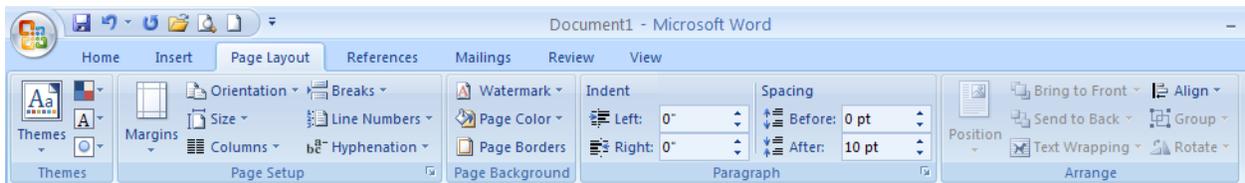# Word 2007

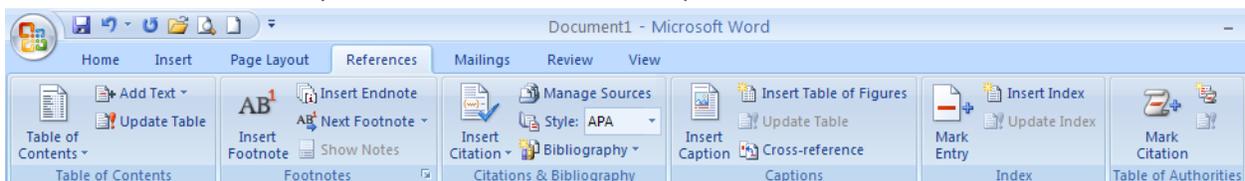The Home Tab contains the formatting basics like font choices, line spacing, bullets and numbering

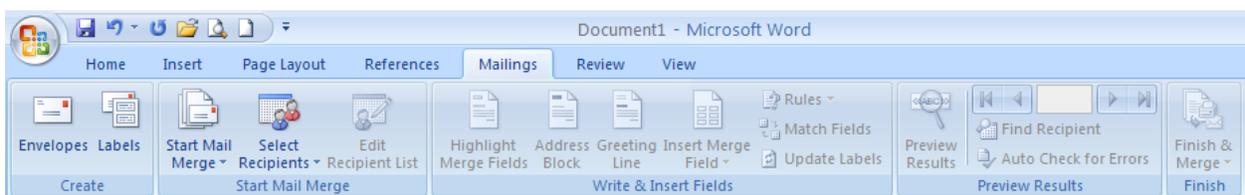The Insert Tab allows you to insert pictures, clipart, page numbers, and charts and graphs

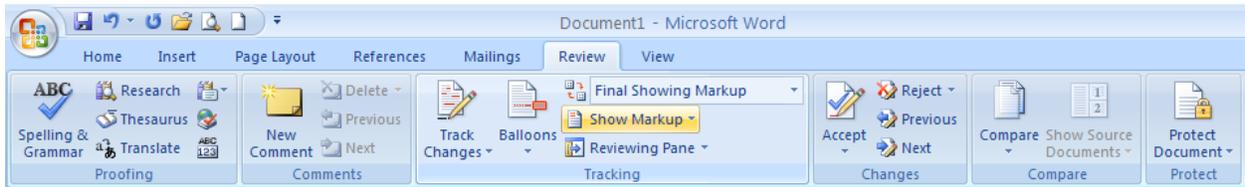The Page Layout tab allows you to change margins, page orientation, and insert columns

The References tab allows you to insert footnotes, and captions

The Mailings tab allows you to create labels, envelopes, and mail merges

The Review tab contains spell check, the Thesaurus, Translator and Revision options

The View tab allows you to change layouts, insert the ruler, and zoom