Word 2007

Word 2007 .

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Word 2007

Word

Web

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- ♦ Web..
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Web

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Extranet "   "

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Intranet "   "

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"**Internet**   "

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Web **Word 2007**

Web **Word**

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Web **Web** **Web**

Word. **: –**

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Word . •

Web (Web Pages)

Web

Word

Web **Internet Explorer** **Netscape Navigator .**

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Web **Hyperlinks.**

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Word **Web**

Web

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Word .

HTML .

.(.docx) **Word**

. **Word**

.**Round-Tripping**

Web **Word**

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. **.Web Layout**

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Word.

Web Layout

Word (View   Web Layout).

Web   Web

Page Preview   Quick Access Toolbar "

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. Newbooks.htm.

.   Office   Word Options.   Word

. Options

.   Word Options   Customizes.

.   Choose Command From   Commands

. not in the Ribbon

. (Ribbon)

.   Web page

Preview .

. Add   Customizes Quick
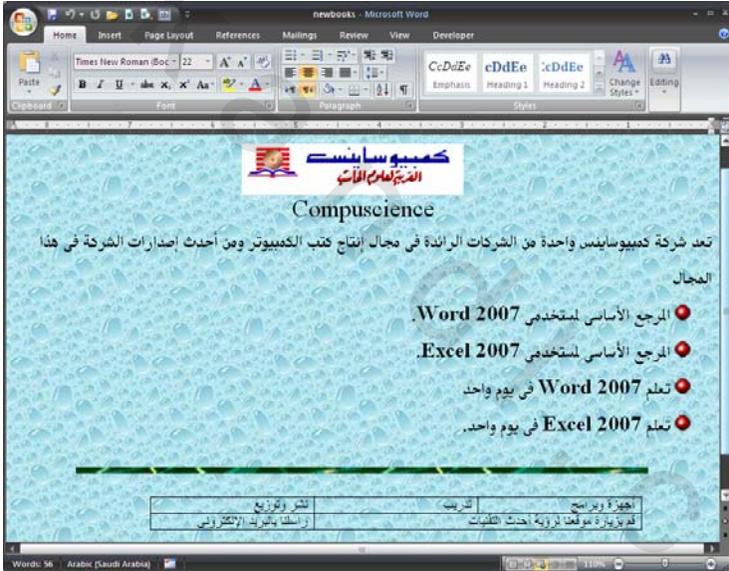
. Access Toolbar

. OK   .   .   Web Layout

.   Web Layout   Quick Access Toolbar

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Web

Web **Web** :

. **Office** **Save As**. **Save as**

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. **Save As Type**

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- (**Single File Web Page(*.Mht,*.Mhtm**

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- **Web Page(*.htm,*.html)** :

Word

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- **Web Page, Filtered Web Page(*.htm,*.html)** .

HTML.

Word.

Word .

. **Web**. **Change Title** . **Change**

Title. **Set Page Title** – .
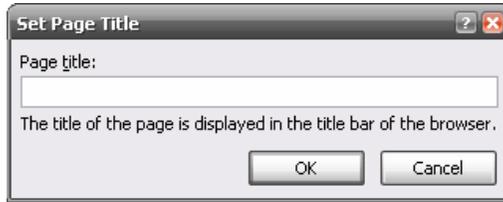
Set Page Title –

. **Page Title**

Msn .

Yahoo .

. **OK** **Page Title** **Save As**.

. . **(Web**

Server) **Upload**

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. **Newbooks_ed.htm**

. **Save**

Word **Web**

Options. :

. **Save As** .

. **Save As** **Tools**
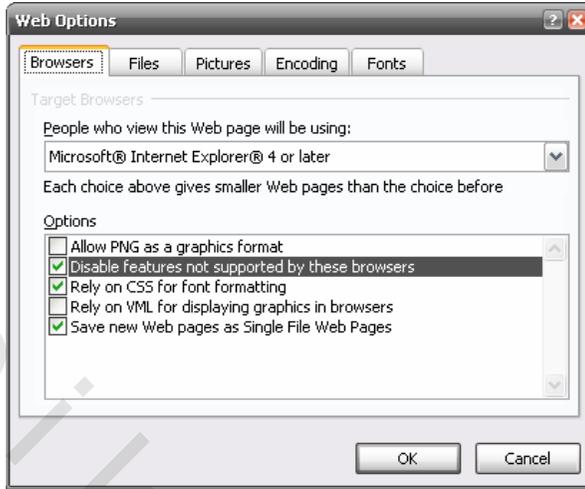
Web Options – .

Web Options   **-**

.Advanced   Word   Options   Office   .

Web Options   **.Web Options   General**

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● **Browsers :**   **Web**   .

● **Files :**   **Word 2007**

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● **Pictures :**

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● **Encoding :**

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● **Font :**

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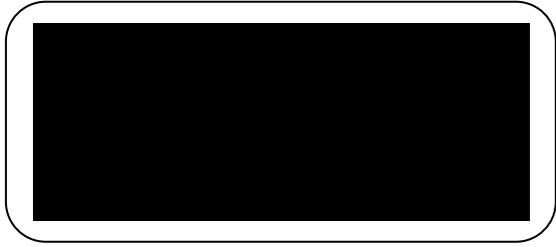
Windows

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Office

PowerPoint **Excel** **Word**

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Web.

Newbooks.htm
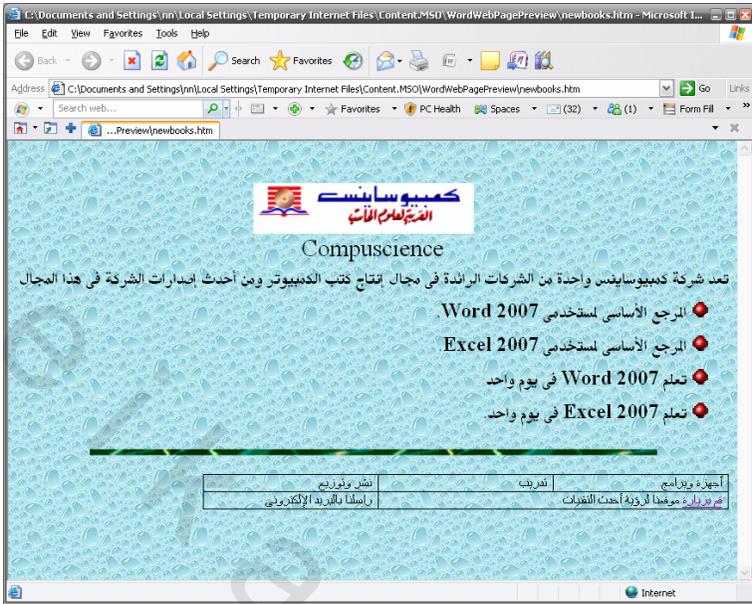
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Text hyperlink

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Word options   AutoCorrect

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Word   Word Options   Office   .

.Options

AutoCorrect Options   Proofing   .

.AutoCorrect

Internet and   AutoFormate As You Type   .

.Network Paths with Hyperlinks

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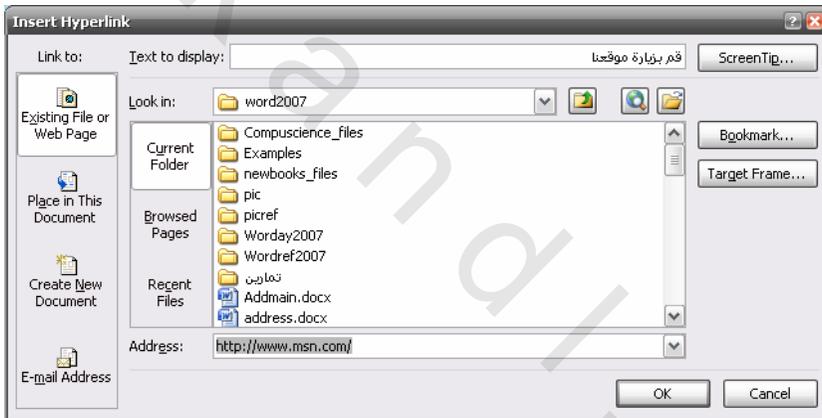" " "   .

(   )   "

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"   " "   " .   .

.   **HyperLink**   **Links**   **Insert**

Ctrl+K

. **–**   **Insert Hyperlink**   **Hyperlink**

.   **Text to display**

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Address   .

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.   **Ok**   .

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Image Hyperlink

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. **Hyperlink** **Links** **Insert**

Insert Hyperlink

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. **ok** .

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E-mail Hyperlink

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. **Hyperlink** **Insert** **Insert**

Hyperlink.

. **E-mail Address**.

Insert Hyperlink ‒ .

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. ‒ .

Subject.

Ok .   .

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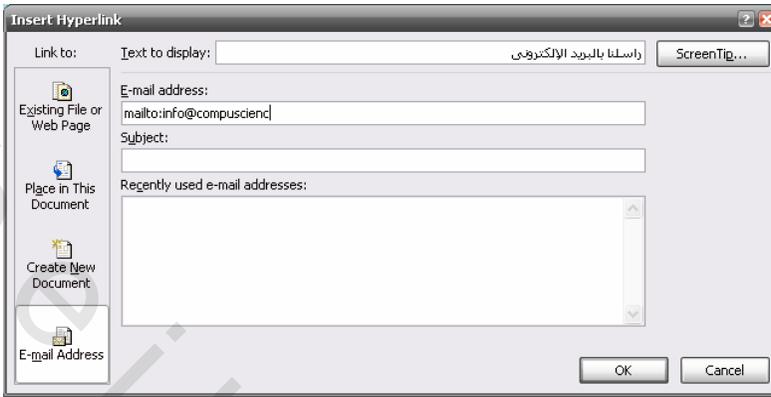
Internet Explorer 4

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Insert Hyperlink   **Screen Tip**   **Text To**

Display   –   .

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Ok.

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Word .

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http: //www.compuscience .com

http: //www.compuscience .org

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. **Edit Hyperlink** (

.(**Edit Hyperlink**

Edit Hyperlink

Insert Hyperlink **Remove**

Link .

. **Address**.

. **Remove Link**.

. **Ok**.

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• **Edit Hyperlink** : .

• **Select Hyperlink** : .

• **Open Hyperlink** :

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• **Copy Hyperlink** : .

• **Remove Hyperlink**:

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Word

Word .

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. **Office** ≺ **Send** ≺ **E-mail**.
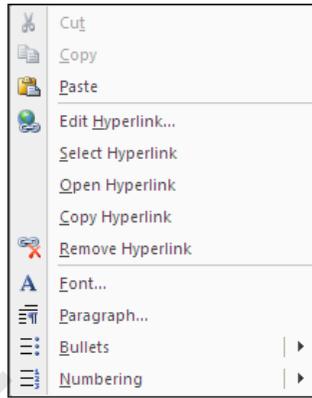
Microsoft Outlook)

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. **Send** .

"**Yahoo**"

HTML

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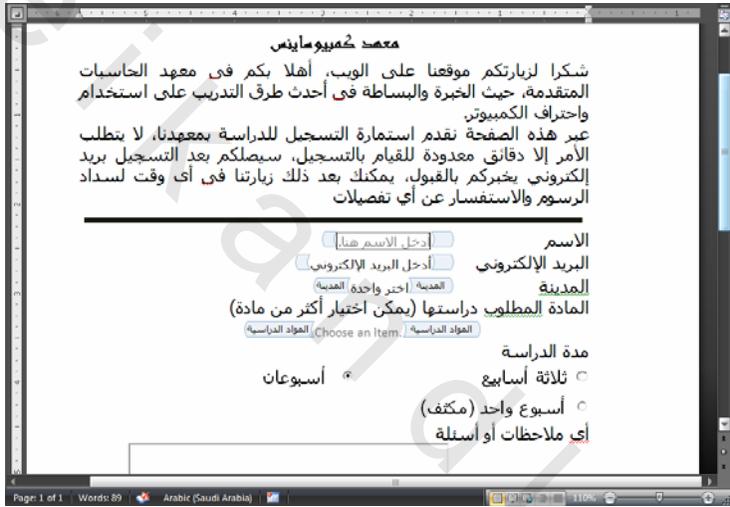
Word 2007 **Content**

Control " "

Word97-2003

Word 2007

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Word .

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Word

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Access **Visual Basic**

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Developer

Word

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Show Developer tab

.in the Ribbon

. Ok Word Options Word

Devolper

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Devolper

Word 2007
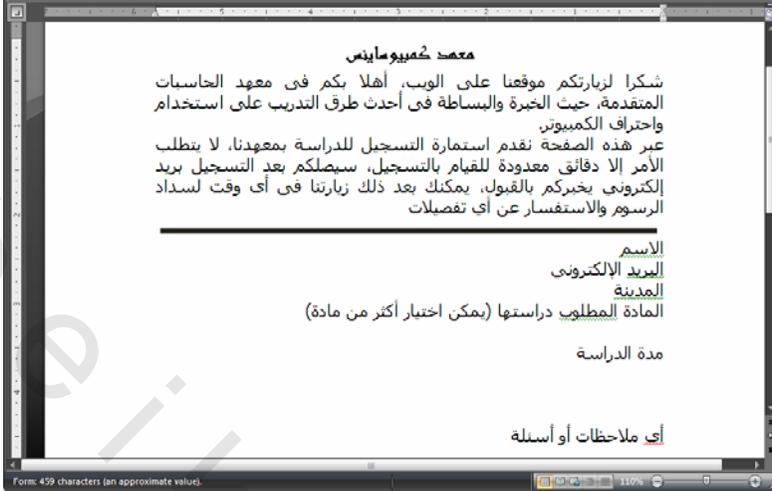
ActiveX Legacy Tools

.Word

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Document2 - Microsoft Word

ayout   References   Mailings   Review   View   Developer

Aa Aa | Design Mode | Schema | Protect Document | Document Template | Document Panel

Properties | Transformation

Group | Structure | Expansion Packs

Legacy Forms

ActiveX Controls

XML   Protect   Templates

Devolper   –

Design Mode   **Controls**   **Devolper**

) **Design Mode**   " "

(   ) **Regular Mode**   (

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Word 2007   **Controls**

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Controls   **Devolper**

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:( ) **Rich Text**	Aa
:( ) **Plain Text** .	Aa
:( ) **Picture** .	

Compo box ( ):	▤
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List box ( ):	▥
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Date Picker ( ):	▤
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Building Block Gallery ( ):	▦
Legacy Tools ( ): ActiveX	▩
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Form

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Form: 459 characters (an approximate value).

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Plain Text

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Click here to enter text .(

Click here to enter text.

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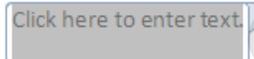
Properties " " **Properties**

Properties .(Developer **Controls**
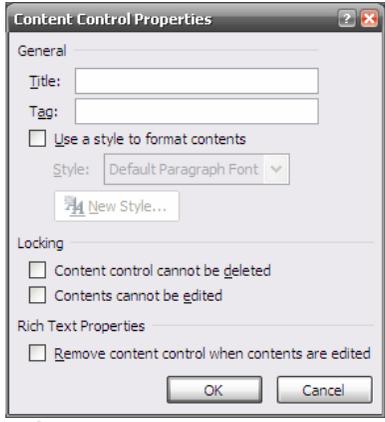
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– **Content Control Properties**

General **Title** "

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Locking :

- : **Content Control Cannot**
be Deleted

- : **Contents cannot be**
edited.

Use a style for format

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Style (–).

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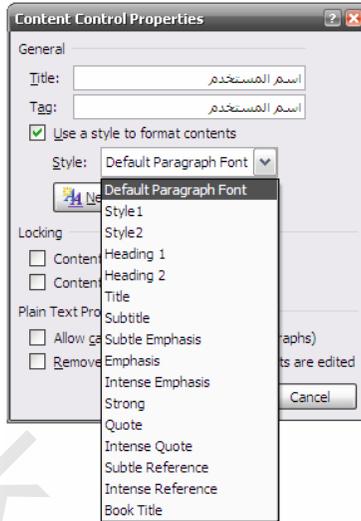
Ok .
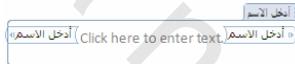
Click here to enter text .

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Plain Text .

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 (**Combo-Down Box**)" "

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(**Drop-Down List Box**)

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. **Combo Box** **Controls**

Devolper .

. **Properties**

) **Properties**

Controls .(**Devolper**

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.   **Display name**   .

"   "   **Value**

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.   ok   **Properties**.

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Content Control Properties

General

Title: المدينة

Tag: المدينة

Use a style to format contents

Style: Default Paragraph Font

New Style...

Locking

Content control cannot be deleted

Contents cannot be edited

Drop-Down List Properties

Display Name	Value
Choose an item.	
القاهرة	القاهرة
الأسكندرية	الأسكندرية
طنطا	طنطا
المنوفية	المنوفية
دمنهور	دمنهور
الشرقية	الشرقية

Add...
Modify...
Remove
Move Up
Move Down

OK   Cancel

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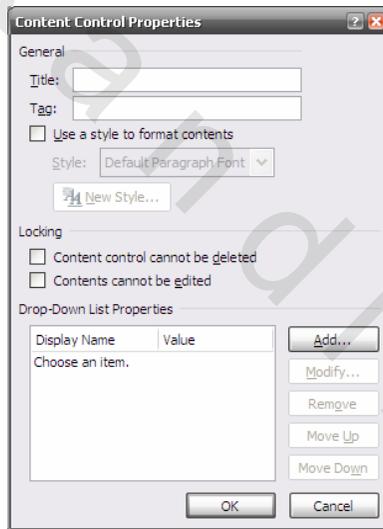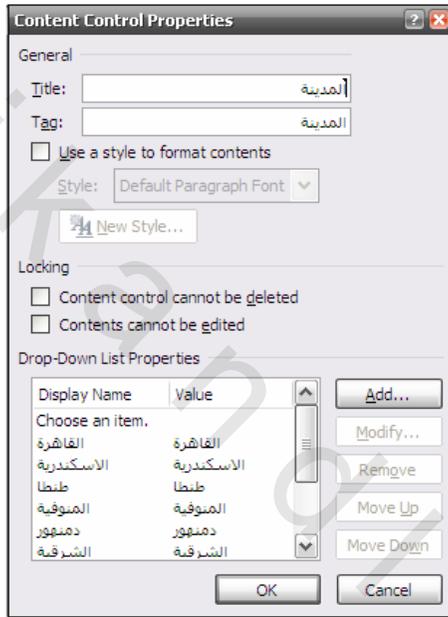
.   .Ok

.Properties

.   **(Drop-Down List Box)**

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Locking
☐ Content control cannot be deleted
☐ Contents cannot be edited

Drop-Down List Properties

Display Name	Value	
Choose an item.		Add...
Windows Vista	Windows Vista	Modify...
Word 2007	Word 2007	Remove
Excel 2007	Excel 2007	
Access 2007	Access 2007	Move Up
PowerPoint 2007	PowerPoint 2007	Move Down
Flash MX2004	Flash MX2004	

OK   Cancel

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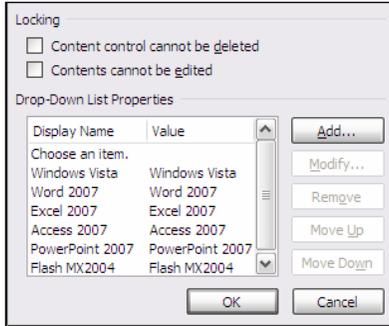
Option   **Text Box**

Legacy Tools   **Check Box**   **Button**

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Legacy Tools

Word

.**Word 2007**

Controls   🖼️▾ **Lagecy Tools**

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Text Form Field: .	ab|
Check box form field:	☑
Drop-down form: .	📋

Insert Frame:	畫
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Form field shading: .	🄰
Reset Form Field:	🖉
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ActiveX	**ActiveX Controls**
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Legacy 🖼️ " " .

Tools .

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Properties **Properties** **Controls** .

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Option Button –

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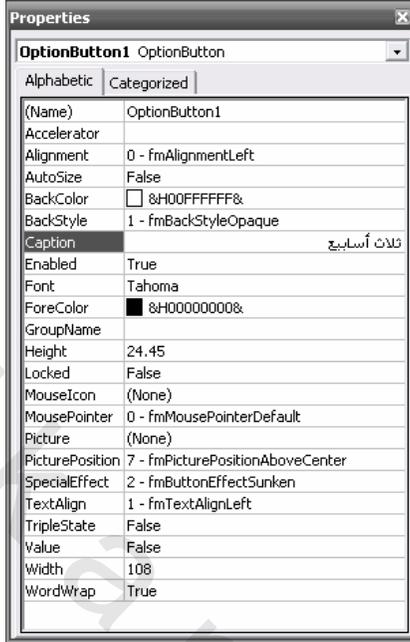
. **Alignment** **0-fmAlignmentLeft**

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. **Caption** " "

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Legacy Tools ( ) .

Text Box

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Office .

Publish Blog.

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