

Microsoft® Office 2007: Essentials Revised Edition

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2007. This book
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learn how to use
it.



Microsoft Office 2007 Essentials Revised Edition

N.B.Venkateswarlu



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Microsoft Office 2007: Essentials Revised Edition , **Microsoft Office 2007** Russel Stolins, 2007 This book is a complete survey of the Microsoft Office 2007 Suite The text begins with basic computer concepts and then introduces Windows and surveys Office 2007 applications Students are introduced to Internet Explorer 7 0 Microsoft Office Outlook Work Excel PowerPoint and Access The text ends with a comprehensive integration project in which students use the Office applications in collaboration leveraging the capabilities of each to prepare for a meeting Concise concept discussions are followed by Hands On exercises that give students experience with those concepts right away Figures are always in close context with the text so no figure numbers are necessary Quick Reference sections summarize key tasks with generic steps that will work without repeating an exercise These can be particularly useful during open book tests Hands On exercises are carefully written and repeatedly tested to be absolutely reliable Many exercise steps are illustrated with figures to make them easier to follow Skill Builder exercises provide additional practice on key skills using less detailed exercise steps as the student progresses through the lesson Preface **Microsoft Office 2007 in Depth** Ed Bott, Woody Leonhard, 2008 Where other books concentrate on simplistic descriptions of a technology In Depth tackles the problems and frustrations that serious users encounter every day with in depth solutions practical advice and undocumented shortcuts that enhance the users productivity and skills Summary This book has been crafted to grow with intermediate to advanced Office users providing the reference material needed as you move toward Office 2007 proficiency and use of more advanced features If you buy only one book on Office 2007 Microsoft Office 2007 In Depth is the only book you need If you own a copy of Office 2007 you deserve a copy of this book Although this book is aimed at the Office veteran the authors engaging style will appeal to beginners too Written in clear plain English readers will feel as though they are learning from real humans and not Microsoft clones Sprinkled with a wry sense of humour and an amazing depth of field this book most certainly isn't your run of the mill computer book You should expect plenty of hands on guidance and deep but accessible reference material For the first time in a decade Microsoft has rolled out an all new user interface Menus Gone Toolbars Gone For the core programs in the Office family you now interact with the program using the Ribbon an oversize strip of icons and commands organized into multiple tabs that takes over the top of each program's interface If your muscles have memorized Office menus you'll have to unlearn a lot of old habits for this version Authors Ed Bott is an award winning computer journalist and one of the most widely recognized voices in the computing world with nearly two decades of experience as a writer and editor at leading magazines such as PC World PC Computing and Smart Business Ed has written many of Que's all time bestsellers including Special Edition Using Office 2000 Special Edition Using Windows 98 and Special Edition Using Windows Me Curmudgeon critic and perennial Office Victim Woody Leonhard runs the fiercely independent AskWoody.com website with up to the nanosecond news observations tips and help for both Office and Windows In the past 15 years Woody has written more than three dozen

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because it s more mystery than science fiction

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