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Microsoft Office Word 2007 On Demand

Roy Horn

Microsoft Office Word 2007 On Demand:

Special Edition Using Microsoft Office Word 2007 Faithe Wempen, 2007 This all new information packed guide explores the most useful and powerful features of Microsoft Word 2007 Created for serious users of Word who need to learn the new interface guickly the book shows how to control document sharing and security and how to manage multi user Microsoft Windows Vista Unveiled Paul McFedries, 2006-06-09 Look beyond the hype new and noteworthy and what Vista really means for tomorrow s desktop Covers the Beta 2 release of Windows Vista An unbiased unvarnished sneak peek at everything that s new noteworthy and ready for prime time in Windows Vista Microsoft Windows Vista Unveiled is an in depth exploration of the public release Beta 2 version of Windows Vista Microsoft's next major operating system and the successor to Windows XP Whether you re just planning ahead for a future upgrade or running Beta 2 already Microsoft Windows Vista Unveiled takes you on a detailed tour of all the new and improved technologies features tools and programs that Microsoft programmers have stitched into the Vista fabric You will learn not only what features are new in Vista but also why they re important or not who they were designed for and how they will affect your computing life The goal of this book is to give you an exhaustive sneak preview of Vista's innovations and changes so that by the end of the book you should know whether Vista is for you and what you can expect when you sit down in front of this new operating system Here s what you ll find inside In depth coverage of all the new and improved Windows Vista tools and technologies A tour of the new Windows Vista interface including Aero Glass What hardware you need to get the most out of Windows Vista Vista s file system improvements including tags Quick Search and virtual folders A review of Vista's new performance and stability features A critical look at the beefed up security features including Windows Defender the new Firewall and User Account Control A complete look at Vista's totally redesigned networking tools In depth coverage of Vista's new and improved tools for notebooks and Tablet PCs digital media and gaming Paul McFedries is the president of Logophilia Limited a technical writing company He has been working with computers for more than 30 years has been using Microsoft Windows since version 1 and is widely viewed as an expert in explaining Windows and Windows technology Paul has written more than 40 books that have sold nearly three million copies worldwide including Microsoft Windows Vista Unleashed available January 2007 Microsoft Office Word 2007 On Demand Perspection Inc., Steve Johnson, 2007-02-13 See How To Create documents more efficiently using a new results oriented interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using themes styles and templates Organize information and add impact with clip art SmartArt diagrams tables and charts Create customized letters labels and envelopes Use the Full Reading view to comfortably read documents on screen Use the Outline and Draft views to develop your documents Use Groove and SharePoint Team Services to collaborate and share documents and information Prepare for the Microsoft Certified Applications Specialists exam This book uses real world examples to give you a context in which to use

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