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## Quick Start Guide

This main application window in Word 2013 has a familiar look, but differs from the Ribbon design introduced in Office 2007.



# Microsoft Office 20quick Start Guides

**Wenbin Ji**



## **Microsoft Office 20quick Start Guides:**

**Microsoft Office 2007 for Windows** Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index

**Windows 7 Resource Kit** Mitch Tulloch, Tony Northrup, Jerry Honeycutt, Ed Wilson, 2009-10-07 In depth and comprehensive this official RESOURCE KIT delivers the information you need to administer Windows 7 in the enterprise You get authoritative technical guidance from those who know the technology best Microsoft Most Valuable Professionals MVPs and the Windows 7 Team along with hundreds of scripts and other essential resources on CD Get expert guidance on how to Apply best practices for using Microsoft Deployment Toolkit Plan user state migration test application compatibility manage update Manage Group Policy Objects using Windows PowerShell Administer Windows Firewall and Windows BitLocker Implement Ipsec IPv6 wireless and VPN connectivity Install and configure printers devices and services Manage disks file systems storage and data security Administer search and indexing with Group Policy Diagnose and resolve startup hardware and networking issue CD FEATURES Nearly 200 Windows PowerShell scripts created specifically for this book customize to administer your environment Windows 7 Resource Kit PowerShell Pack 700 cmdlets and functions to extend Windows in box

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**Creating Spreadsheets and Charts in Excel** Maria Langer, 2005 Excel can be daunting that empty grid just stares you in the face when you start the program challenging you to fill in the cells with the numbers you need to crunch How do you start What do you do Creating Spreadsheets and Charts in Excel Visual QuickProject Guide answers those questions and puts you on the straight track to getting the job done This new addition to Peachpit's Visual QuickProject Guide series by Excel guru Maria Langer uses full color screen shots and numbered steps to walk you through the process of creating an Excel workbook file You'll learn how to build a worksheet from the ground up enter data write formulas and copy cell contents You'll then see how to duplicate and modify worksheets to fine tune them for your needs The project's steps also include creating a consolidation worksheet formatting all worksheets creating a colorful pie chart and setting options for printing your work There's no time wasted in this book Maria shows you the quickest and most efficient way to perform each task and doesn't waste paper with lengthy explanations or alternative methods This slim book is all you'll need to get started creating spreadsheets and charts with Excel

**Virtualization, A Beginner's Guide** Nelson Ruest, Danielle Ruest, 2009-03-31 Migrate to a dynamic on demand data delivery platform If you're looking to hit the ground running with any virtualization project large or small this book is going to give you the start you need and along the way will offer you some cautionary tales that will even take some seasoned virtualization veterans by surprise From the foreword by Chris Wolf Senior Analyst Burton Group Transform your IT infrastructure into a leaner greener datacenter with expert guidance from a pair of industry professionals Through clear explanations examples and a five step deployment plan Virtualization A Beginner's Guide shows you how to maximize the latest technologies from Citrix Microsoft and VMware Consolidate your servers set up virtual machines and applications and manage virtual desktop environments You'll also learn how to implement reliable security monitoring and backup procedures Select a virtualization platform and develop rollout plans Perform pre deployment network and workstation tests Configure virtual machines storage devices and workloads Set up and secure a fully virtualized and highly available server environment Manage a centralized on demand application delivery framework Handle volatile and persistent desktop virtualization Use hypervisors to facilitate workload delivery Implement failsafe system backup and recovery strategies

**Microsoft Office 2010 for Windows** Steve Schwartz, 2010-06-07 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2010 for Windows Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook and also provides a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information

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Microsoft Office PowerPoint 2007 for Windows Tom Negrino, 2007-10-17

Microsoft PowerPoint is nearly ubiquitous in today's world from business to schools to clubs to organizations. PowerPoint presentations are everywhere you turn. To get up and running quickly and to learn to create the best looking presentations, the ones that stand out in terms of content and visual appeal, readers need Microsoft Office PowerPoint 2007 for Windows Visual QuickStart Guide. PowerPoint presenter extraordinaire Tom Negrino steps readers through the redesigned user interface and highlights the tools readers will use as they create their presentations. Trusted teacher Tom Negrino gives step by step instruction on using all the new features in PowerPoint 2007 such as using the dynamic SmartArt Diagrams, custom layouts, applying attractive new themes, change them in just one click, and how to manipulate and work with your text tables.

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