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Microsoft Office 2007 Edition

John Walkenbach, Herb Tyson, Cary N. Pr, Faithe Wempen

Microsoft Office 2007 Edition:

Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista Edition Gary Shelly, Thomas J. Cashman, Misty Vermaat, 2007-04-24 Microsoft Office 2007 Introductory Concepts and Techniques Windows Vista Edition provides a project based step by step approach to teaching the Office 2007 applications Important Notice Media content referenced within the product description or the product text may not be available in the ebook version in a Nutshell Saxena Sanjay, MS Office 2007 in a Nutshell teaches the basic operations of Microsoft Office 2007 officially called 2007 Microsoft Office System which is a Windows version of the Microsoft Office System Microsoft Office 2007 contains a number of new features the most notable of which is the entirely new graphical user interface initially referred to as the Ribbon User Interface replacing the menus and toolbars It features a central menu button widely known as the Office Button This book will help the reader in understanding the core Microsoft Office applications in detail such as Microsoft Word Microsoft Excel Microsoft PowerPoint and Microsoft Access It also teaches the reader to create or edit individual items in Microsoft Outlook This book covers the basics of Windows Vista the Internet and viruses All the basic operations of Windows Vista the Internet and MS Office 2007 are explained in a simple manner covering the key functions of each package along with the details of menus commands toolbars and icons Office 2007 in easy steps Michael Price, 2007-11-10 Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007 It majors on the applications included in the Standard edition Word Excel Outlook PowerPoint and Office Tools and also addresses other Office applications such as Access and Publisher It treats the applications from the viewpoint of the tasks you want to perform and the results you want to achieve The topics covered include word processing report writing printing calculations financial statements presentations photo editing slide shows email time management database files and folders and finding help It addresses the essential functions that you ll use to carry out your tasks These are described in easy to follow steps that focus on the job in hand without burying you in the details of computer related aspects Aimed at both new and experienced users Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with its new Ribbon Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition Gary interface Shelly, Thomas J. Cashman, Misty Vermaat, 2007-03-20 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Office 2007 we re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today s students In Microsoft Office 2007 Introductory Concepts and Techniques Windows XP Edition you ll find features that are specifically designed to engage students improve retention and prepare them for future success Our trademark step by step screen by screen approach now encourages students to expand their understanding of the Office 2007 software through experimentation exploration and planning ahead Brand new end of

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