

Microsoft® Office 2007: Essentials Revised Edition

More and More
People are using
Microsoft Office
2007. This book
will help you
learn how to use
it.



Microsoft Office 2007 Essentials Revised Edition

A Loxley



Microsoft Office 2007 Essentials Revised Edition:

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: Essentials (REV) Russel Stolins, Alec Fehl, Trisha Hakola, Jill Murphy, 2007-01-01 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 Word 2007 Essential Reference for Power Users Matthew Strawbridge, 2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it is available through the Ribbon is described and fully cross referenced This is not a how to guide but a serious reference for power users for whom the online help is not detailed enough Buy this book if you need quick answers to tricky questions about Word 2007

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 an 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.

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Essential SharePoint 2007 Jeff Webb, 2007-09-11

If you're considering the vastly improved 2007 version of SharePoint, this concise, practical, and friendly guide will teach you how to get the most from the latest version of Microsoft's information sharing and collaboration platform. *Essential SharePoint 2007* demonstrates how your business can use SharePoint to control documents, structure workflow, and share information over the Web using standard tools business users already know: Microsoft Office and Internet Explorer. Written in a conversational tone by internationally recognized SharePoint consultant and trainer Jeff Webb, this book helps SharePoint administrators, site owners, and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites and explains what's new in SharePoint 2007 for experienced SharePoint 2003 administrators. *Essential SharePoint 2007* teaches you how to Use SharePoint 2007 with Outlook, Word, and Excel, and as a document management tool replacing, for example, shared network drives with libraries. Build and customize sites, lists, libraries, and web parts for intranets and extranets. Use SharePoint 2007 for team communication through blogs, wikis, surveys, and RSS and email alerts. Build a SharePoint workflow application. Create and program web parts in order to deliver custom services and data to a site. Deploy and administer SharePoint 2007. Each chapter ends with a summary of best practices advocated by the author, and the first few chapters of the book are ideal as training materials for end users. Later chapters give developers and administrators tools not only to keep company sites running smoothly but also to customize and extend them. The book also contains several appendices with a glossary of terms.

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