



Your Short Cut to Knowledge

Microsoft® Office Word® 2007

Quick Reference Guide

Greg Perry



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Beta Preview

Based on Microsoft Office Beta 2 Technical Refresh

This Digital Short Cut is an adaptation of the
forthcoming book *Sams Teach Yourself Microsoft®
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Microsoft Office 2007 Quick Reference Guide

Stephen L. Nelson



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 Showing the Ruler Contextual Spelling Creating and Using Quick Styles Displaying the Styles Pane Using the Apply Styles
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 through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page
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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 AutoCAD 2007 For Dummies David Byrnes, Mark Middlebrook, 2011-04-22

AutoCAD 2007 is a premiere computer aided designing program that lets you organize the objects you draw their properties and their files It also helps you create great looking models But it s not always easy to figure out how to perform these functions and many users end up missing out on AutoCAD s full potential AutoCAD 2007 For Dummies will show you how to perform these tasks and more This hands on guide lets you discover how to navigate around all the complications and start creating cool drawings in no time Soon you ll have the tools you need to use DWG set up drawings add text and work with lines as well as Draw a base plate with rectangles and circles Organize a successful template Zoom and pan with glass and hand Use the AutoCAD design center Navigate through your 3 D drawing projects Plot layout lineweights and colors Design block definitions Slice and dice your drawings to create new designs Create a Web format using AutoCAD This book also features suggestions and tips on how to touch up your creations as well as ways to swap drawing data with other people and programs Written in a friendly straightforward tone that doesn t try to overwhelm you AutoCAD 2007 For Dummies shows you the fun and easy way to draw precise 2 D and 3 D drawings Quicken 2007 For Dummies Stephen L. Nelson, 2006-11-29

Stephen Nelson s previous For Dummies guides to Quicken have sold more than 900 000 copies Quicken has more than 16 million active users and 75 percent of the personal finance software market Shows people how to get their finances under control quickly and easily using Quicken Covers online banking and bill paying tracking credit cards managing loans maximizing investments calculating interest preparing payroll setting up accounts creating reports and more Completely updated to cover the latest features and enhancements in the new version of Quicken Published in conjunction with the release of Quicken X *Microsoft Word 2007 Advanced Quick Reference Guide* Beezix Software Services, Beezix, Inc Staff, 2007-01

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