

Office 2007

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Missing Manual Office 2007

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Office 2007: The Missing Manual Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box

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Word 2007: The Missing Manual Chris Grover, 2006-12-21 Microsoft Word has grown considerably in power sophistication and capability

over the past decade but one thing that hasn't changed since the early 90s is its user interface. The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately Microsoft's documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them. Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents, enter and edit text, format, print, and fax. You will also learn how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Coverage also includes how to share documents with other people and programs, create web pages, automate documents with fields, and automate tasks with macros and the Visual Basic scripting language. This book shows you how to do it all. *Microsoft Project 2010: The Missing Manual* Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master. Get a project management primer. Discover what it takes to handle a project successfully. Learn the program inside out. Get step-by-step instructions for Project Standard and Project Professional. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Use Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs. **iWork '09: The Missing Manual** Josh Clark, 2009-04-23 With iWork '09, Apple's productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That's where iWork '09 The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork '09 The Missing Manual gives you crystal-clear and jargon-free explanations of iWork's capabilities, its advantages over similar programs, and its limitations. You'll see these programs through an objective lens that shows you which features work well and which don't. With this book, you will produce stunning documents and cinema-quality digital presentations. Take advantage of Mac OS X's advanced typography and graphics capabilities. Learn how to use the collection of themes and templates included with iWork. Get undocumented tips, tricks, and secrets for each program. Integrate with other iLife programs to use photos, audio, and video clips. Learn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple's incredible suite of programs, iWork '09 The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time. Excel

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Windows 7: The Missing Manual David Pogue, 2010-03-19 In early reviews geeks raved about Windows 7 But if you're an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue's Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista's most painful shortcomings It's speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you'll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Windows' apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs

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Switching to the Mac: The Missing Manual, Leopard Edition

David Pogue, 2008-02-26 Is Windows giving you pause Ready to make the leap to the Mac instead There has never been a better time to switch from Windows to Mac and this incomparable guide will help you make a smooth transition New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges transferring your stuff assembling Mac programs so you can do what you did with Windows and learning your way around Mac OS X Why is this such a good time to switch Upgrading from one version of Windows to another used to be simple But now there s Windows Vista a veritable resource hog that forces you to relearn everything Learning a Mac is not a piece of cake but once you do the rewards are oh so much better No viruses worms or spyware No questionable firewalls inefficient permissions or other strange features Just a beautiful machine with a thoroughly reliable system And if you re still using Windows XP we ve got you covered too If you re ready to take on Mac OS X Leopard the latest edition of this bestselling guide tells you everything you need to know Transferring your stuff Moving photos MP3s and Microsoft Office documents is the easy part This book gets you through the tricky things extracting your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Re creating your software suite Big name programs Word Photoshop Firefox Dreamweaver and so on are available in both Mac and Windows versions but hundreds of other programs are available only for Windows This guide identifies the Mac equivalents and explains how to move your data to them Learning Leopard Once you ve moved into the Mac a final task awaits Learning your way around Fortunately you re in good hands with the author of Mac OS X The Missing Manual the 1 bestselling guide to the Macintosh Moving from Windows to a Mac successfully and painlessly is the one thing Apple does not deliver Switching to the Mac The Missing Manual Leopard Edition is your ticket to a new computing experience

Quicken 2009: The Missing Manual Bonnie Biafore, 2008-09-17 Quicken is a convenient way to keep track of personal finances but many people are unaware of Quicken s power and end up using only the basic features Sometimes Quicken raises more questions than it answers Return of capital from stock Net worth What are they and why do you need to know about them Luckily Quicken 2009 The Missing Manual picks up where Quicken s help resources leave off You ll find step by step instructions for using Quicken on your Windows PC including useful features such as budgeting recording investment transactions and archiving Quicken data files You also learn why and when to use specific features and which ones would be most useful in a given situation This book helps you Set up Quicken to take care of your specific needs Follow your money from the moment you earn it Make deposits pay for expenses and track the things you own and how much you owe Take care of financial tasks online and quickly reconcile your accounts Create and use budgets and track your investments Generate reports to prepare your tax returns and evaluate your financial fitness And a lot more Quicken 2009

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Photoshop Elements 6 for Mac: The Missing Manual Barbara Brundage,2008-03-27 After more than two years Adobe has finally released a new version of Photoshop Elements for the Mac Version 6 packs a lot more editing firepower than iPhoto and this Missing Manual puts every feature into a clear easy to understand context something that no other book on Elements does Photoshop Elements 6 is perfect for scrapbooking making fancy photo collages and creating Web galleries It has lots of new features such as Guided Edit for performing basic editing tasks an improved Photomerge feature a handy Quick Selection Tool and much more But knowing what to do and when is tricky Photoshop Elements 6 for Mac The Missing Manual explains not only how the tools and commands work but when to use them With it you will Learn to import organize and fix photos quickly and easily Repair and restore old and damaged photos and retouch any image Jazz up your pictures with dozens of filters frames and special effects Learn which tools the pros use you ll finally understand how layers work Create collages and photo layout pages for greeting cards and other projects Get downloadable

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