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The Unofficial Guide to Microsoft Office Word 2007 David J. Clark, 2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools

Adobe Acrobat 8 PDF Bible Ted Padova, 2008-03-11 The Adobe Acrobat 8 PDF Bible is the comprehensive guide to Acrobat for novices and power users alike With a concise easy to read format you will be creating interactive XML forms enabling streamlined document review processes and publishing high impact electronic documents in no time Rick Brown director of product management Adobe Acrobat The book you need to succeed with Adobe Acrobat Why do readers turn to the Adobe Acrobat Bible again and again Because whether you re already experienced with Adobe Acrobat or you re learning to use this powerful tool for the first time you ll find exactly what you need to know in these well organized pages Packed with helpful tips and step by step instructions this latest edition will guide you through both basic and advanced features enabling you to take full advantage of everything Acrobat 8 has to offer Create collect and distribute forms with LiveCycle Designer Work seamlessly with Microsoft Office applications Convert AutoCAD and Visio files to PDF Discover new ways to edit PDFs and remove sensitive data Explore enhanced Shared Reviews tools with easy to use Wizard Collect form data by exporting it directly to Microsoft Excel Combine files and create PDF Packages using new Acrobat 8 tools What s on the CD ROM You ll find valuable author developed sample files including PDF documents Adobe Designer forms and Acrobat PDF forms with JavaScripts all arranged in folders according to chapters in the book so you use them along with the book s tutorials The CD also includes Adobe Reader software Entire book in searchable PDF with embedded index Windows demonstration plug ins

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