

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

Mr. Rohit Manglik



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let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents 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 **Essential SharePoint® 2007** Jamison, 2007-09 **Essential Computer and its Fundamentals for Engineering And S** N.B.Venkateswarlu, Essential Computer and its Fundamentals for Engineering And S **Absolute Beginner's Guide to Computer Basics** Michael Miller, 2007 Guides beginning users through basic PC operations in Microsoft Windows demonstrating how to print letters manage finances shop online send and receive e mail and customize the desktop VMware ThinApp 4.7 Essentials Peter Björk, 2012-11-23 This book is written in practical tutorial style and it offers learning through vivid examples and Each chapter contains step by step instructions about everything necessary to execute a particular task The book is designed so that you can read it from start to end for beginners or just open up any chapter and start following the recipes as a reference for advanced users This book will be useful to developers System admins and consultants who want to install and manage a virtualized app environment using VMware ThinApp 4 7 **Concise Ict Fundamentals Volume One** BRIGHT SIAW AFRIYIE, 2012-10-01 Knowing that this world is now moving toward a global village we are in information era where practically nothing can be done without the power of computers in most industries A solid knowledge about fundamentals of computing has become indispensable in everyday life This book has been prepared for you to uncover several confusing concepts that pose a big challenge to computer learners and users I am coming from both educational and professional background with great experience to better alienate the hinges that serve as obstacles to high tech solutions to everyone It is the togetherness of a great practical experience educational and teaching skills technical know how and continuous customer value added service and research that has always been the source of creation of this book and three other computer science books The feedbacks so far received from few professors in information technology in Dallas Texas area strongly suggests the use of these books as a great fundamental and companion material for computer science students In Ghana the Education Service and Curriculum Research and Development Department CRDD has approved the Concise ICT Fundamentals textbook

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