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# Microsoft Office 2007 Edition

**Gary Shelly, Thomas J. Cashman, Misty  
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**MS Office 2007 in a Nutshell** Saxena Sanjay, MS Office 2007 in a Nutshell teaches the basic operations of Microsoft Office 2007 officially called 2007 Microsoft Office System which is a Windows version of the Microsoft Office System Microsoft Office 2007 contains a number of new features the most notable of which is the entirely new graphical user interface initially referred to as the Ribbon User Interface replacing the menus and toolbars It features a central menu button widely known as the Office Button This book will help the reader in understanding the core Microsoft Office applications in detail such as Microsoft Word Microsoft Excel Microsoft PowerPoint and Microsoft Access It also teaches the reader to create or edit individual items in Microsoft Outlook This book covers the basics of Windows Vista the Internet and viruses All the basic operations of Windows Vista the Internet and MS Office 2007 are explained in a simple manner covering the key functions of each package along with the details of menus commands toolbars and icons

**Office 2007 in easy steps** Michael Price, 2007-11-10 Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007 It majors on the applications included in the Standard edition Word Excel Outlook PowerPoint and Office Tools and also addresses other Office applications such as Access and Publisher It treats the applications from the viewpoint of the tasks you want to perform and the results you want to achieve The topics covered include word processing report writing printing calculations financial statements presentations photo editing slide shows email time management database files and folders and finding help It addresses the essential functions that you ll use to carry out your tasks These are described in easy to follow steps that focus on the job in hand without burying you in the details of computer related aspects Aimed at both new and experienced users Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with its new Ribbon interface

*Microsoft Office 2007: Introductory Concepts*

*and Techniques, Windows Vista Edition* Gary Shelly, Thomas J. Cashman, Misty Vermaat, 2007-04-24 Microsoft Office 2007 Introductory Concepts and Techniques Windows Vista Edition provides a project based step by step approach to teaching the Office 2007 applications Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Special Edition Using Microsoft Office Word 2007* Faithe Wempen, 2002-12-26 THE ONLY WORD 2007 BOOK YOU NEED This book will help you build solid skills to create the documents you need right now and expert level guidance for leveraging Word's most advanced features whenever you need them If you buy only one book on Word 2007 Special Edition Using Microsoft Office Word 2007 is the book you need Come up to speed quickly with the new Word 2007 Ribbon interface Streamline document formatting with styles templates and themes Collaborate with others using comments and tracked changes Master mail merges master documents and other advanced features Manage large documents with indexes TOCs and automatically numbered references Use fields and forms to collect and manage information Illustrate key concepts with SmartArt diagrams Create and apply custom themes that control fonts color schemes and effects Manage academic research citations and generate bibliographies in any popular documentation format On the Web Includes complete instructions and a command reference you can use to customize the Ribbon with RibbonX even if you have little or no previous XML experience You can also download additional RibbonX examples and an easy to use RibbonCustomizer utility from this book's companion web site [www.quepublishing.com/usingword2007](http://www.quepublishing.com/usingword2007) Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, 2009-03-03 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Office 2007 we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007 Introductory Concepts and Techniques Premium Video Edition you'll find exciting videos which correlate to the Table of Contents and mirror the step by step pedagogy of the Microsoft Office 2007 Brief Concepts and Techniques text to reinforce the skills taught in each chapter Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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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 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

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