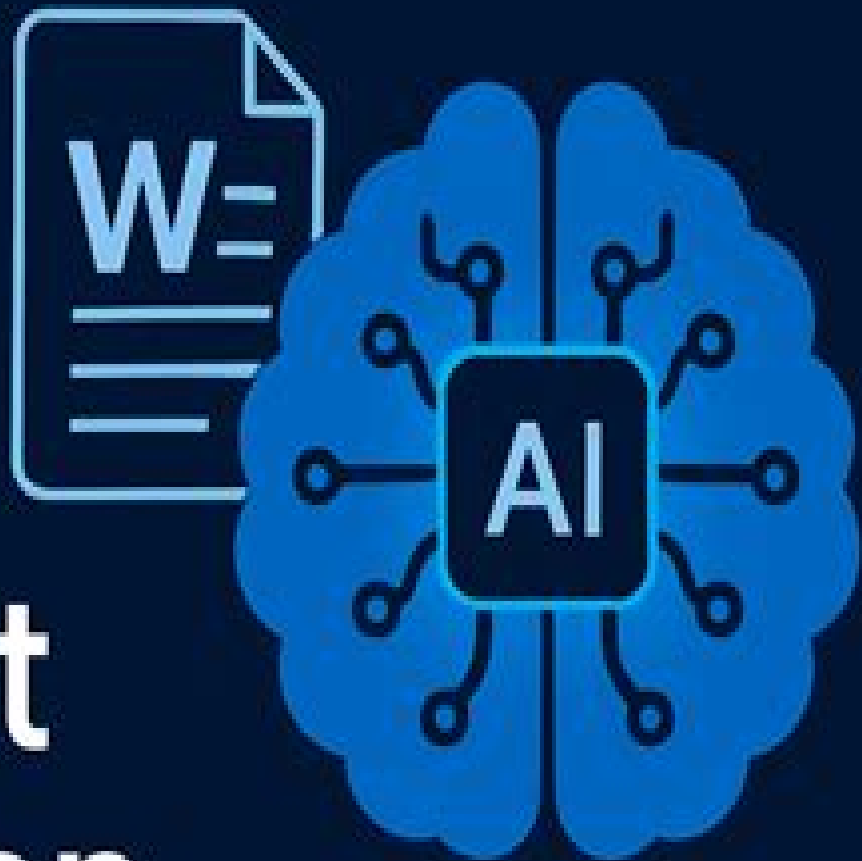


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The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden 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.

Access 2010 Bible Michael R. Groh, 2010-05-10 The expert guidance you need to get the most out of Access 2010. Get the Access 2010 information you need to succeed with this comprehensive reference. If this is your first encounter with Access, you'll appreciate the thorough attention to database fundamentals and terminology. If you're familiar with earlier versions, you can jump right into Access 2010 enhancements such as the new Access user interface and wider use of XML and Web services. Takes you under the hood of Microsoft Access 2010, the database application included with Microsoft Office 2010. Explores the latest enhancements such as a new user interface and wider use of XML and Web services, also how to exchange data with Word, Excel, PowerPoint, and other Office apps. Covers how to create tables, manipulate datasheets, and work with multiple tables. Explains the seven database objects and how to use a seven-step design method to build a database tailored to your needs. Shows you how to build forms, use Visual Basic, and the VBA Editor, automate query parameters, create functions and subroutines, use XML to create data access pages, and more. Includes a CD with all source code from the book and working examples, plus bonus shareware, freeware, trial, demo, and evaluation programs that work with or enhance Microsoft Office. You'll want to keep this soup to nuts Access reference close at hand. Note: CD, ROM, DVD, and other supplementary materials are not included as part of eBook file.

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