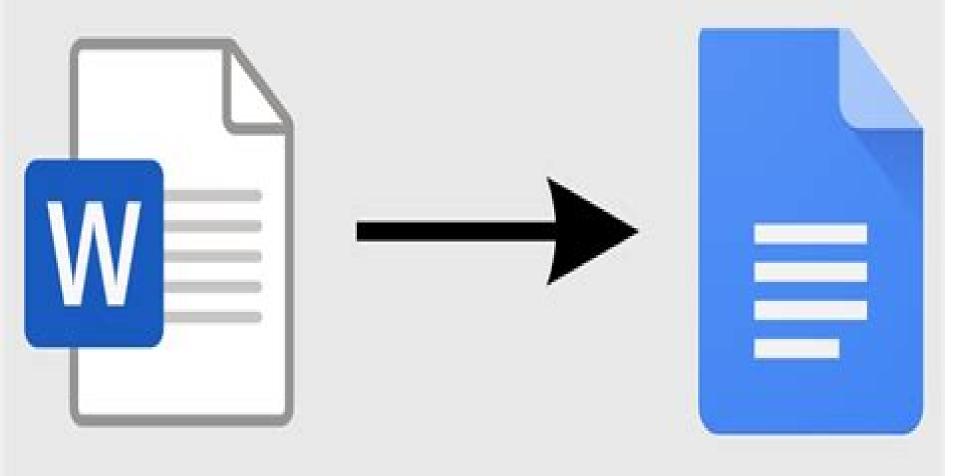
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you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed 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news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That's where Office 2007 The Missing Manual comes in Rather than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 Microsoft Word 2010 Inside Out Katherine Murray, 2010-10-08 You re beyond the basics with Word so dive right in and really put your documents to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Word 2010 and challenge yourself to new levels of mastery Master the tools to expertly organize edit and present your content Craft professional looking documents with Themes Quick Style Sets and Building Blocks Add visual impact with SmartArt diagrams charts pictures and drawings Organize and clarify content with effective tables and charts Use cross references tables of contents and indexes in your complex documents Produce Web sites and publish blogs directly from Word Coauthor and collaborate on documents in real time and help keep them secure Customize documents with macros content controls and other automation features Your book online Get your fully searchable online edition with unlimited access on the Web PCs All-in-One Desk Reference For Dummies Mark L. Chambers, 2006-09-30 Your one stop guide to a long and happy relationship with your PC Mark Chambers doesn't believe computers are supposed to be complicated and this book proves it Here you ll find the straightforward scoop on using and enjoying your PC whether it s vour first one or your fifth From using Microsoft Works and getting online to digital multimedia problem solving and network security it s all at your fingertips Discover how to Use the different ports on your PC Troubleshoot Windows XP Listen to Internet radio Use Microsoft Works and Office 2003 Make movies and DVDs Set up and secure a network **Information and Communications Technology** J. B. Dixit, Saurabh Gupta, 2010 Master VISUALLY Excel 2007 Elaine Marmel, 2008-03-31 If you prefer instructions that show you how rather than tell you why then this visual reference is for you Hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 375 Excel 2007 tasks including creating letters with Mail Merge assigning formats to cells editing multiple worksheets at once and summarizing

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