



Microsoft Office 2007 Quick Reference Guide

Marty Matthews, Carole Matthews

Microsoft Office 2007 Quick Reference Guide:

Microsoft Office 2007 for Windows Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual OuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook 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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This book delves into Microsoft Office 2007 Quick Reference Guide. Microsoft Office 2007 Quick Reference Guide is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Office 2007 Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

- 1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Office 2007 Quick Reference Guide
 - Chapter 2: Essential Elements of Microsoft Office 2007 Quick Reference Guide
 - Chapter 3: Microsoft Office 2007 Quick Reference Guide in Everyday Life
 - Chapter 4: Microsoft Office 2007 Quick Reference Guide in Specific Contexts
 - ∘ Chapter 5: Conclusion
- 2. In chapter 1, the author will provide an overview of Microsoft Office 2007 Quick Reference Guide. The first chapter will explore what Microsoft Office 2007 Quick Reference Guide is, why Microsoft Office 2007 Quick Reference Guide is vital, and how to effectively learn about Microsoft Office 2007 Quick Reference Guide.
- 3. In chapter 2, the author will delve into the foundational concepts of Microsoft Office 2007 Quick Reference Guide. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft Office 2007 Quick Reference Guide in its entirety.
- 4. In chapter 3, the author will examine the practical applications of Microsoft Office 2007 Quick Reference Guide in daily life. This chapter will showcase real-world examples of how Microsoft Office 2007 Quick Reference Guide can be effectively utilized in everyday scenarios.
- 5. In chapter 4, the author will scrutinize the relevance of Microsoft Office 2007 Quick Reference Guide in specific contexts. This chapter will explore how Microsoft Office 2007 Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, the author will draw a conclusion about Microsoft Office 2007 Quick Reference Guide. This chapter will summarize the key points that have been discussed throughout the book.

 The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 2007 Quick Reference Guide.

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