



Microsoft Office 2007 Quick Reference Guide

Steve Johnson

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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constantly reinvents itself Cosmopolitan yet not elitist sophisticated in some ways yet refreshingly brash in others Chicago is wonderfully entertaining and welcoming There s plenty to do and this guide clues you in with the latest info on Four options for exploring the city Five day trips to nearby attractions Accommodations ranging from three of the world's best luxury hotels to wonderful historic getaways with modern amenities A shopping guide that covers power shopping along the Magnificent Mile and bargain hunting in unique shops The action and attractions ranging from Soldier Field or Wrigley Field to the Hancock Observatory to Navy Pier Restaurants including everything from elegant to family style and from Chicago s famous deep dish pizza to all kinds of ethnic cuisine Intriguing architecture and incredible museums including the Adler Planetarium the Shedd Aquarium the Field Museum of Natural History and the Art Institute of Chicago Fantastic outdoor attractions including Millenium Park Grant Park North Avenue Beach two great zoos and more What to do when the sun goes down whether you like the blues ska or hip hop the hot night spots or great theater Culture ranging from Lyric Opera and the Chicago Symphony Orchestra to The Second City and Improv Olympics Sports baseball football basketball hockey and more in a city of notoriously passionate fans Like every For Dummies travel guide Chicago For Dummies 4th Edition includes Down to earth trip planning advice What you shouldn't miss and what you can skip The best hotels and restaurants for every budget Handy Post it Flags to mark your favorite pages With this friendly guide to help you choose from the best sites and attractions Chicago will surely be your kind of town PCs All-in-One Desk Reference For Dummies Mark L. Chambers, 2011-03-03 Need the scoop on Windows Vista How about Office 2007 Anything you need to know about using your PC can probably be found in PCs All In One Desk Reference for Dummies 4th Edition This handy guide is made up of eight convenient minibooks so you can find what you need in a hurry And in case you think you ve seen it before this fourth edition is fully updated for all the newest coolest stuff Want a guided tour of the Vista operating system and how it differs from XP Check out minibook 2 Have you heard about Microsoft Works but aren t sure what it s about Find out in Book 4 Planning to network all the computers in your home Minibook 8 is just what you need The entire repertoire includes PC Hardware Windows Vista The Internet Microsoft Works Office 2007 Fun With Movies Music and Photos Upgrading and Supercharging Home Networking For all the things you probably do with your PC browsing the Internet e mail word processing presentations spreadsheets organizing and sharing digital photos and video downloading music you ll find you can get right to the point and discover what you want to know quickly and easily You ll want to keep PCs All In One Desk Reference for Dummies 4th Edition handy say on your desk maybe Comdex Computer Course Kit: Windows Vista With Microsoft Office 2007, Professional Ed (With Cd) Vikas Gupta, 2008-06 Comdex Professional Edition is specially designed for software explorers who want to take next higher step towards mastering Windows Vista and MS Office 2007 Simple language easy to read layout tooltips and detailed description of minute settings set this book at par Not this much the self learning tutorial world acclaimed test your skills and correct whenever you made a mistake Brilliant Microsoft Windows Vista 2007 Steve

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