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In the New Perspective Series, this title takes a case-based, problem-solving approach to teaching Microsoft Word 2007 skills. Important Notice: Media

content referenced within the product description or the product text may not be available in the ebook version. Complete guide for Step-by-Step Learning Quick and Easy Reference for learning MS Office 2007 Step-by-Step description of various commands Comprehensively covers all important features of MS Office 2007 in easy to understand manner Visual Approach to Learning MS Office 2007 Package ... Word 2007 Excel 2007 Access 2007 PowerPoint 2007 Outlook 2007 Index Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove. Microsoft Word 2007 Introductory is designed for beginning users of Microsoft Office 2007. This self-paces, step-by-step book with corresponding screenshots makes learning easy and enjoyable. Students will learn the new features of the software through a variety of activities, simulations, and case studies. End-of-lesson exercises reinforce the skills covered in each lesson. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Part of the Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft Word 2007 students need to succeed in both the classroom and

beyond. This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail: every dialog box is illustrated and every command (whether or not it is available through the Ribbon) is described and fully cross-referenced. This is not a "how to" guide, but a serious reference for power users for whom the online help is not detailed enough. Buy this book if you need quick answers to tricky questions about Word 2007. This Illustrated Series' CourseGuide covers the essential information that users need to know for Microsoft Word 2007. In the New Perspective Series, this title takes a case-based, problem-solving approach to teaching Microsoft Word 2007 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. We're getting the word out on how to get the most out of Word 2007 This up-to-date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007. You will learn to create professional-looking documents effortlessly. Practical examples and step-by-step instructions make even the most complex features simple to grasp, while workarounds show you how to circumvent common problems. Word 2007: Beyond the Manual is written for the experienced Word user

who would find an introductory manual boring, condescending, and a waste of time. Basic features of word-processing in general or of Word in particular are not discussed. Features new to Word 2007 are emphasized, as are complex features that, though available in earlier versions of Word, were not readily accessible. The narrative is fast-paced, concise, and respectful of the reader's familiarity with earlier versions of the program. The inside scoop... for when you want more than the official line! Microsoft Office Word 2007 may be the top word processor, but to use it with confidence, you'll need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insider's guide to using Word in the real world. How do you use the new Ribbon? What's the best way to add pictures? From deciphering fonts to doing mass mailings, first get the official way, then the best way from an expert. Unbiased coverage on how to get the most out of Word 2007, from applying templates and styles to using new collaboration tools Savvy, real-world advice on creating document for the Web, saving time with macros, and punching up docs with SmartArt. Time-saving techniques and practical guidance on working around Word quirks, avoiding pitfalls, and increasing your productivity. Tips and hacks on how to customize keyboard shortcuts, how

to embed fonts, and quick ways to get to Help. Sidebars and tables on TrueType versus Printer fonts, Word 2007 View modes, and tabs in Word 2007. Watch for these graphic icons in every chapter to guide you to specific practical information. Bright Ideas are smart innovations that will save you time or hassle. Hacks are insider tips and shortcuts that increase productivity. When you see Watch Out! heed the cautions or warnings to help you avoid common pitfalls. And finally, check out the Inside Scoops for practical insights from the author. It's like having your own expert at your side!

WHAT IS WORD 2007?

Whether you're a student, a teacher, a writer, a pastor or you just want to boost your typing skills, you need a word processor like Microsoft Word or OpenOffice. This book, Microsoft Word 2007 is here to assist you with typing. The book explores all the features of Office Word 2007 and helps you learn by doing. In Microsoft Word 2007 you will:

- Define what Microsoft Office Word is and learn what it's used for.
- Explore all the tabs and their groups and learn their importance: how to use them.
- Learn those common shortcut keyboard combinations to help you work faster.
- Explore basic important academic writing tips for academic papers.
- Learn tips and tricks on how to upgrade your knowledge to the latest Word versions.

Written by a

layman in computers, this book promises to be simple, yet professional in the way. It is great for those who are using the Microsoft Office Suits, such as Office 2007, 2013 and/ or the latest editions. It's very helpful to those using Google Docs as well, because the same features found in both tools are discussed in this book, step-by-step. 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. This book focuses on innovative ways to create customized Word documents and templates. It contains an in-depth introduction to VBA (Visual Basic for Applications), which is the embedded programming language in the Microsoft Office 2007. VBA provides a complete integrated development environment (IDE) that allows for document automation, the process of using an automated template for creating documents. The book also includes coverage of the new features of Word 2007 including Content Controls, programming the Ribbon, and more. Get beyond the basics with Word 2007 Now you can take your Microsoft Word skills to the next level with help from this hands-on guide. Word 2007 Macros & VBA Made Easy shows you how to automate tasks using the tools available in Word's built-in VBA programming language. You'll learn how to record, create, customize, debug, and share macros. Discover how easy it is to develop your own macros, save time, and boost productivity! Record time-saving macros in moments Edit your recorded macros to add power and flexibility Control your macros with message and input boxes Create custom dialog boxes or use Word's built-in options Repeat actions easily as many times as needed Store essential data in variables and constants Work with text, bookmarks, and tables Create documents,

templates, and folders automatically Debug your macros and build smart error-handlers Share your macros safely with other users Microsoft Office Word 2007: Introductory Concepts and Techniques provides a project-based, step-by-step approach to successfully teach students Microsoft Word 2007 skills. No further information has been provided for this title. I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I think you have to be a computer nerd to understand this stuff. Microsoft Office Word 2007 is a very powerful word processor program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Word 2007. This book has easy to follow step by step directions on how to use word 2007. Key Benefit: DDC Learning Microsoft Office Word 2007 simplifies the new Office 2007 user interface and powerful new features of Word. Hands-on exercises and applications provide a practical, effective approach to learning software skills. Key Topics: Covers the features of the application, step-by-step, including expanded coverage of graphics and integration with other Office applications, as well

as all Microsoft Certified Application Specialist objectives. Market: For anyone looking to learn MS Office Word. Demonstrates the updated features of the word processing program, explaining how to perform such tasks as integrate documents with other Microsoft Office applications, customize the program, and post documents to the Web. In the New Perspective Series, this title takes a case-based, problem-solving approach to teaching Microsoft Word 2007 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office

interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. **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.

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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. 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 Word 2007:

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2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities. You're beyond the basics with Word, so dive right in and really put your content to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2007—and challenge yourself to new levels of mastery! Master the tools to expertly organize, edit, and present your content Craft polished documents by using Building Blocks, Themes, and Quick Style Sets Add visual impact with SmartArt diagrams, charts, pictures, and drawings Create tables of contents, cross-references, and indexes for your complex documents Build online workspaces to manage and collaborate on documents Produce Web sites or publish a blog directly from Word 2007 Discover the new Office Open XML format—and learn smarter ways to reuse your content Automate document

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Illustrated Series, this practical, easy to navigate book provides the essential knowledge of Microsoft Word 2007 students need to succeed in both the classroom and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007, the latest offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Microsoft Office. With an easy to understand style, lots of examples to support the concepts, and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited-edition look to the book.

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