



## Microsoft Office 2007: Essential Concepts and Techniques

By Misty E. Vermaat, Thomas J. Cashman, Gary B. Shelly

Course Technology/Cengage Learning India, 2013. Softcover. Book Condition: New. Gives students an introduction to just the essentials of the core Microsoft Office 2007 applications and Windows Vista, using the highly-successful Shelly Cashman Series pedagogy. Engages students with new Experimental steps, which encourage them to go beyond step-by-step instructions to take advantage of the features in the Microsoft Office 2007 new user interface. Bundle in the Microsoft Office 2007 180-Day trial software to ensure that your students have access to Office 2007 on their personal computers! Click on the supplements link to see more information. Windows Vista 1. Introduction to Windows Vista Word 2007 1. Creating and Editing a Word Document Excel 2007 1. Creating a Worksheet and an Embedded Chart Access 2007 1. Creating and Using a Database PowerPoint 2007 1. Creating and Editing a Presentation Appendices A: Project Planning Guidelines B: Introduction to Microsoft Office 2007 C: Microsoft Office 2007 Help D: Publishing Office 2007 Web Pages to a Web Server E: Customizing Microsoft Office 2007 F: Steps for the Windows XP User G: Microsoft Business Certification Program Printed Pages: 448.



**READ ONLINE**  
[ 3.46 MB ]

### Reviews

*This composed book is excellent. it was actually writtern very perfectly and valuable. I found out this book from my i and dad advised this book to learn.*

-- **Maymie O'Kon**

*Here is the finest ebook i have got read until now. It really is simplistic but excitement within the 50 percent in the book. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

-- **Lupe Connelly**

## Other Kindle Books



### **Illustrated Computer Concepts and Microsoft Office 365 Office 2016**

Cengage Learning, Inc, United States, 2016. Paperback. Book Condition: New. Language: English . Brand New Book. Now you can master today s most important computer concepts as well as key Microsoft Office 2016 skills with the user-friendly approach found in ILLUSTRATED COMPUTER...



### **TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



### **TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



### **Ask Dr K Fisher About Dinosaurs**

Kingfisher, Great Britain, 2007. Softcover. Book Condition: New. Sheppard, Kate (illustrator). 32 pages. Multiple copies of this title available. For the first time, Kingfisher brings its expertise in beautifully-designed, trusted non-fiction to the sphere of learning to read. This new graded reading...



### **Studyguide for Introduction to Early Childhood Education: Preschool Through Primary Grades by Jo Ann Brewer ISBN: 9780205491452**

2011. Softcover. Book Condition: New. 6th. 8.25 x 11 in. Never HIGHLIGHT a Book Again! Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights, and quizzes for your textbook with optional...



### **Studyguide for Creative Thinking and Arts-Based Learning : Preschool Through Fourth Grade by Joan Packer Isenberg ISBN: 9780131188310**

2011. Softcover. Book Condition: New. 4th. 8.25 x 11 in. Never HIGHLIGHT a Book Again! Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights, and quizzes for your textbook with optional...