



# Tricks of the Microsoft Office 2007 Gurus (Paperback)

By Paul McFedries

Pearson Education (US), United States, 2007. Paperback. Book Condition: New. 1st Revised edition. 229 x 175 mm. Language: English . Brand New Book. >Paul McFedries, an Office insider, that will help you learn the Office applications inside and out. Designed to bridge the gap between your expectation and reality, you will go beyond the basics and learn newly discovered techniques, shortcuts, and best practices. Through real-world examples that showcase how the tips and tricks can be used in everyday business tasks, Tricks of the Microsoft Office 2007 Gurus will help you get the most out of Office 2007. Part I MICROSOFT WORD TRICKS Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks III MICROSOFT POWERPOINT TRICKS Chapter 9 Slide and Presentation Tricks Chapter 10 Animation Tricks Chapter 11 Slide Show Tricks IV MICROSOFT OUTLOOK TRICKS Chapter 12 Email Tricks Chapter 13 Calendar and Contacts Tricks V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks APPENDIXES Author Bio Paul McFedries is...



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