



## Microsoft Office 2007 for Windows

By Schwartz, Steve

Peachpit Press, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Microsoft Office 2007 for Windows: Visual QuickStart Guide Introduction How this book is organized Which suites are covered? The Office Applications Microsoft Office Word 2007 Microsoft Office Excel 2007 Microsoft Office PowerPoint 2007 Microsoft Office Outlook 2007 Microsoft Office OneNote 2007 Microsoft Office Publisher 2007 Part I: Introducing Microsoft Office 2007 Chapter 1: What's New in Office 2007 The New User Interface Office Button Ribbon bar Enhanced ToolTips Quick Access Toolbar Contextual Tabs Live Preview Mini Toolbar New File Formats New Features and Changes New in Word New in Excel New in PowerPoint New in Outlook New in OneNote New in Publisher Chapter 2: Office Basics Launching Office Applications Creating a New Document Opening Documents Saving Documents Closing Documents Working with Windows Setting the Magnification Using the Office Clipboard Printing Getting Help Quitting an Office Program Part II: Microsoft Word Chapter 3: Getting Started with Word 2007 The Word Interface Working in Different Views Print Layout view Full Screen Reading view Web Layout view Outline view Draft view Managing Windows Setting Show/Hide Options Entering Text Editing Text Basic Text Editing Using the Proofing Tools...



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