

# Learning Microsoft Word 2007 Student Edition

How to Do Everything with Microsoft Office Word 2007  
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The Lawyer's Guide to Microsoft Word 2007  
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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

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 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

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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 book is not intended to be an everything you will ever need to know about microsoft word 2007 although in some cases it might be it is as the name implies a beginner s guide to word 2007 this book has two purposes first to provide the inexperienced user with a working knowledge of word 2007 so word becomes more than just a way to write a letter the second purpose is to explain the new user interface the ribbon i hope this helps

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

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if youre familiar with word but not word 2007 this is the book for you word 2007 beyond the manual focuses on features of word 2007 as well as older features that were once less accessible than they are now this book also makes a point to include examples of practical applications for all the new features written by connie morrison a university instructor of microsoft applications this book will help you grow into a confident word 2007 user the book assumes familiarity with word 2003 or earlier versions so you can work effectively with the material here overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with word 2007 in the shortest possible time

fast paced and easy to read this concise book teaches you the basics of word 2007 so you can start using the program right away not only will you learn how to work with word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables the new word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with clear explanations step by step instructions lots of illustrations larger type plenty of friendly advice word is used primarily for word processing but there s more to this powerful program than meets the eye it also offers a staggering array of advanced features that were once found only in page layout programs and graphics software many of these features are hidden among word s cluttered menus and even the pros can t find them all for word 2007 microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate unfortunately microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them word 2007 for starters the missing manual helps you master word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents

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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

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