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MS Office 2007 in a Nutshell Saxena Sanjay, 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 *Microsoft Office Excel 2007* Denise Etheridge, 2011-08-02 You already know Excel 2007 Now you'd like to go beyond with shortcuts tricks and tips that let you work smarter and faster And because you learn more easily when someone shows you how this is the book for you Inside you'll find clear illustrated instructions for 100 tasks that reveal cool secrets teach timesaving tricks and explain great tips guaranteed to make you more productive with Excel 2007 Minimal text and maximum illustrations Task oriented step by step approach Navigational aids connect instructions to illustrations Self contained two page lessons Uniform layout makes it easy to read less learn more How easy is it Look for these symbols marking the difficulty of each task Demonstrates a new spin on a common task Introduces a new skill or a new task Combines multiple skills requiring in depth knowledge Requires extensive skill and may involve other technologies *Computers Today & Tomorrow* □ 4 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1-8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1-5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6-8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook

version does not contain CD **Computers Today & Tomorrow** □ 8 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **Microsoft Office Excel 2007** Kathy Jacobs, 2007-04-18 Get on the fast track to mastering Excel Want to find success in your profession or business Master the timesaving tools you ll need in the real world like Excel 2007 Whether you re a student a professional or an entrepreneur you can learn Excel with this start to finish guide Gain solid skills as you go from station to station in a series of clear cut tutorials on Excel spreadsheet basics integration with other applications macro creation and more Start your journey today on The L Line Get the basics of the new user interface and how to create spreadsheets Apply formulas build charts and explore pivot tables Filter sort analyze and validate your data Customize Excel create macros and use add ins All aboard for valuable online extras Visit the L Line Web site at www.wiley.com/go/thelline for valuable online supplementary materials Test bank with challenging review questions PowerPoint r slides with chapter outlines Free sample files Along The L Line Complete tutorial coverage with step by step instruction Ample illustrations and examples Real world case studies applications and hints for avoiding pitfalls Practice exams that let you evaluate your progress

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