

# Microsoft Office 2007

# 2007

*on Demand*

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- mailboxes
- ribbon
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- themes
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Steve Johnson, Perspective, Inc.

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## **Microsoft Office 2007 On Demand Steve Johnson:**

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**Brilliant Microsoft Office 2007** Steve Johnson, 2007 This guide allows you to find all the information you need on Office 2007 easily and without fuss It takes a highly visual step by step approach providing exactly what you need to know when you need it [Microsoft Office 2007 on Demand](#) Steve Johnson, 2007-01 The ultimate full colour task oriented guide for those who want to become Office 2007 power users **Microsoft Office Excel 2007 On Demand** Perspection Inc., Steve Johnson, 2002-12-07 How to use Create workbooks more efficiently using a new results oriented interface Use data analysis tools and techniques for better decision making Use organizing processing and presenting tools to create data in Excel Integrate data from external sources and add hyperlinks Use conditional formatting to visualize results Add impact to your data with PivotTable and PivotChart reports Create organizational data reporting and publishing solutions Organize information and add impact with clip art SmartArt diagrams tables and charts Use Groove and SharePoint Team Services to collaborate and share documents and information Prepare for the Microsoft Certified Application Specialist MCAS exam Practice your new skills with the useful workshops inside On the Web This book uses real world examples to give you a context in which to use the task This book also includes workshops to help you put together individual tasks into projects The Excel example files that you need for project tasks are available at [www.perspection.com](http://www.perspection.com) Includes MCAS Exam Objectives This courseware meets the objectives for the Microsoft Certified Application Specialist MCAS Upon completion of this courseware you may be prepared to take the exam for MCAS qualification To learn more about becoming a Microsoft Certified Application Specialist visit [www.microsoft.com](http://www.microsoft.com) **Microsoft Office Access 2007 On Demand** Perspection Inc., Steve Johnson, 2006-12-30 Microsoft Office Access 2007 For those who would rather be shown how than told how See How To Create databases more efficiently using a new results oriented interface Use tools for building a database that makes

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