

**VISUAL QUICKSTART GUIDE**



# **MICROSOFT OFFICE 2007**

**FOR WINDOWS**

*Learn Office the  
Quick and Easy Way!*

**STEVE SCHWARTZ**

# Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz

**Steven A Schwartz**



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*Microsoft Office 2007 for Windows* Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What s New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index

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Table of Contents Part 1 Introduction Chapter 1 Essential Office Techniques Part 2 Microsoft Word Chapter 2 Introducing Word 2008 Chapter 3 Document Formatting Chapter 4 Text Formatting Chapter 5 Adding Graphics Chapter 6 Creating Tables Chapter 7 Working in Other Views Chapter 8 Other Word Features Part 3 Microsoft Excel Chapter 9 Spreadsheet Essentials Chapter 10 Modifying

Worksheets Chapter 11 Formulas and Functions Chapter 12 Working with Lists Chapter 13 Charts and Graphs Chapter 14 Database Techniques Chapter 15 Data Analysis Chapter 16 Sharing Workbooks Part 4 Microsoft PowerPoint Chapter 17 Creating a Presentation Chapter 18 Charts and Tables Chapter 19 The Presentation Part 5 Microsoft Entourage Chapter 20 Introducing Entourage Chapter 21 Email Chapter 22 Address Book Chapter 23 Calendar Chapter 24 Tasks Chapter 25 Notes Chapter 26 Newsgroups Chapter 27 My Day Chapter 28 Entourage and Exchange Server Part 6 Integrating Applications Chapter 29 Combining Office Data Chapter 30 The Project Center Chapter 31 Office 2008 and the Internet Index

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Microsoft Excel Chapter 8 Getting Started with Excel 2010 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2010 Chapter 14 Creating a Presentation Chapter 15 Wrapping Up a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2010 Chapter 17 Working with Contacts Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Office on the Web Chapter 22 Office Web Apps Index

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screen shots show you how to accomplish more than 300 Office tasks You ll learn how to format text and apply styles in Word  
work with Excel formulas and functions add animation to PowerPoint slides create an Access database manage contacts with  
Outlook collaborate with OneNote and Live Meeting and create publications with Publisher A bonus CD ROM includes demo  
software add ins sample files and additional chapters      *Windows 3.0* Jason Berman, 1992



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## **Table of Contents Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz**

1. Understanding the eBook Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  - The Rise of Digital Reading Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  - Personalized Recommendations
  - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz User Reviews and Ratings
  - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz and Bestseller Lists
5. Accessing Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz Free and Paid eBooks

- Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz Public Domain eBooks
  - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz eBook Subscription Services
  - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz Budget-Friendly Options
6. Navigating Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz eBook Formats
    - ePub, PDF, MOBI, and More
    - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz Compatibility with Devices
    - Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Highlighting and Note-Taking Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Interactive Elements Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  8. Staying Engaged with Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  9. Balancing eBooks and Physical Books Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Setting Reading Goals Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Fact-Checking eBook Content of Microsoft Office 2007 For Windows Visual Quickstart Guide Steve Schwartz
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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