Learning Microsoft Word 2007 Student Edition

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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

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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 it 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 that just a way to write a letter the second purpose is to explain the new user interface the ribbon i hope this helps

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fast paced and easy to read this concise book teaches you the basics of word 2007 so you can start using the program

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