

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

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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

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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