PowerPoint 2007 Introduction

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Julia Schneider

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if you re a longtime user That's where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Microsoft Office PowerPoint 2007 Paul McFedries, 2008-03-11 Manual is truly the book that should have been in the box You already know PowerPoint 2007 basics 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 PowerPoint 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 PCs All-in-One Desk Reference For Dummies Mark L. Chambers, 2011-03-03 Need the scoop on Windows Vista How about Office 2007 Anything you need to know about using your PC can probably be found in PCs All In One Desk Reference for Dummies 4th Edition This handy guide is made up of eight convenient minibooks so you can find what you need in a hurry And in case you think you ve seen it before this fourth edition is fully updated for all the newest coolest stuff Want a guided tour of the Vista operating system and how it differs from XP Check out minibook 2 Have you heard about Microsoft Works but aren t sure what it s about Find out in Book 4 Planning to network all the computers in your home Minibook 8 is just what you need The entire repertoire includes PC Hardware Windows Vista The Internet Microsoft Works Office 2007 Fun With Movies Music and Photos Upgrading and Supercharging Home Networking For all the things you probably do with your PC browsing the Internet e mail word processing presentations spreadsheets organizing and sharing digital photos and video downloading music you ll find you can get right to the point and discover what you want to know quickly and easily You ll want to keep PCs All In One Desk Reference for Dummies 4th Edition handy say on your desk maybe Microsoft Office Publisher 2007 Step by Step Joan Lambert, Joyce Cox, 2007-08-15 For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Microsoft Office Outlook 2007 Step by Step Joan Lambert, Joyce Cox, 2007-01-03 Experience learning made easy and quickly teach yourself how to manage your communications with Outlook 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Send e mail schedule meetings

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