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Microsoft Office 2007 For Dummies:
Wang, Wallace ...

Microsoft Office 2007 boasts a new navigation tool — the command ribbon that runs through Word, PowerPoint, Excel, and Access. Use the tabs on the ribbon in each program to work with and within files in every component. The following tables show the commands grouped under each ribbon tab for each of the four programs:

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basics, excel, outlook, power point and access. Its a great book for beginners or refreshers if you did any of the courses a few years ago. It is also great for self study. It wont take you long before you've picked up an array of knew skills that you can pick up very quickly from this book.

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Even though each of the Microsoft Office 2007 Suite applications does something different, they all have a few things in common. The Office 2007 program will go more smoothly and save you time if you learn some necessary commands and how to recover from a computer crash or a power failure. Essential Office 2007 Commands

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Dummies The Book was very helpful for me as I prepared to take a test at college on all Microsoft 2007 Office products. It was a great reference tool to turn to when I was not sure of how certain things should be formatted. I recommend it highly.

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Very helpful when pursuing employment recently. I had only known Microsoft 2001-2003, and was comfortable with it. Agency testing was using 2007 or 2010. I

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was clueless. Studied this manual and Visually Office 2010 and start acing tests. For example, I got a 90% out of 100% in Excel.

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Excel 2007 All-in-One For Dummies Cheat Sheet. By Greg Harvey. Excel 2007 is chock full of keyboard shortcuts, or hot keys, you can use to manipulate the data in your Excel spreadsheets. And, Office 2007, of which Excel 2007 is a part, introduced the command Ribbon, which offers tabs and submenus to access Excel ' s commands in a more intuitive way. So you have at least two ways to access common file, editing, and view commands, and you can get to formula functions with a variety of ...

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Dan Gookin ' s most recent books are PCs For Dummies, 10th Edition, Laptops For Dummies, 2nd Edition, and some new titles he can ' t yet discuss under threat of death. He holds a degree in communications/visual arts from UCSD. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with the ...

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Wang

Cutting, copying, and pasting data may be handy within the same file, but Office 2007 also gives you the ability to cut, copy, and paste data between different programs, such as copying a chart from Excel and pasting it into a PowerPoint presentation. Using the Office Clipboard

Office 2007: Sharing Data with the Office Clipboard - dummies

The MS Office All-In-One Desk Reference For Dummies (8 Books In 1) by Peter Weverka is a great 'quickie' tutorial guidebook for those unfamiliar with microsoft office. And it will definitely cut down on the time-frame involved in the typical learning curve.

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You can use the Mail Merge feature in Word 2007 to create labels. Word prints on labels just as it prints on any sheet of paper, with each cell the same size as the sticky labels. When the sheet is printed, you have a bunch of labels for your peeling-and-sticking pleasure. 1 Click the Mailings tab.

How to Create Labels with Mail Merge in Word 2007 - dummies

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exception. I took a seated class on Access and SQL. Access 2007 for Dummies made my understanding of the subject matter complete. The book is a good reference for experienced Access users and I would highly recommend it for the beginner in addition to the text book you're using for the class.

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