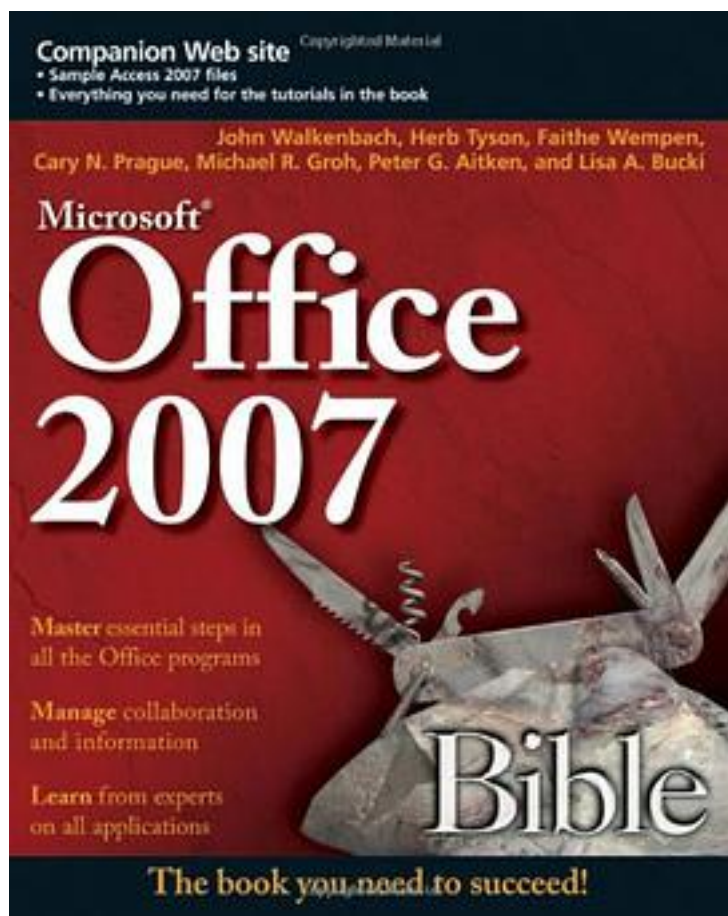


Office 2007 Bible



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Book Description

* Totally new for Office 2007, this "best of the Bible" presents Office users with the most useful content from leading experts like John Walkenbach, Cary Prague, Faithe

Wempen, and Herb Tyson

- * Features invaluable information to help users of all levels get up to speed on the new features in Excel, Access, Outlook, Word, and PowerPoint

- * Office is the most widely used business application suite worldwide; available in more than 70 languages and used by more than 90 percent of the business world

From the Back Cover

The leading Microsoft Office application experts together in one book!

Here's the best of the best on Office 2007

Microsoft designed Office 2007 to be used as a package. We designed this Bible as a package that combines the best from the Word, Excel, PowerPoint, Outlook, and Access Bibles with chapters covering Publisher, OneNote, and InfoPath, as well as Groove and SharePoint. It's a veritable buffet of information from some of the leading Office application experts. You'll learn to take advantage of every new feature and how they all work together to help you work better.

- * Become familiar with the new across-the-board interface

- * Polish your Word document formatting and learn to use tables, mail merge, and SmartArt

- * Organize your Excel data, manipulate data with formulas and functions, and show off your data visually with charts

- * Create PowerPoint presentations that engage your audience with the right layouts, art, and effects

- * Build Access databases and forms and generate Access reports

- * Manage contacts, appointments, and e-mail

- * Create exciting publications, organize information, and create automated forms

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