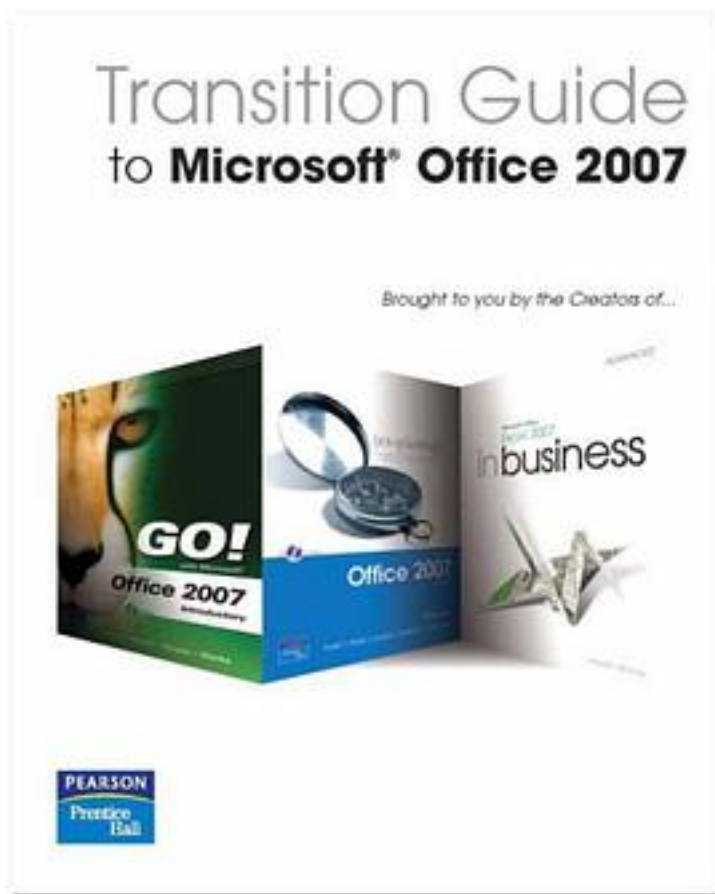# Transition Guide to Microsoft Office 2007

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著者:Prentice Hall

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Explore the new features of Microsoft Office 2007! Microsoft Office 2007 introduces many new features to help you get your work done more efficiently and effectively. By far the biggest change in Office 2007 is the new user interface. A user interface, which is what you see on the screen when you are using software, provides a way for you to

interact with software and tell it what tasks you want to perform. With Office 2007, Microsoft has streamlined the user interface, so that you can more quickly and easily locate program features and complete tasks. The most noticeable user interface change in Office 2007 is the replacement of the traditional menus and toolbars with the Ribbon, which groups commands in a way that corresponds directly to the way people work. The Ribbon works along with galleries and the Live Preview feature to present you with graphical examples of formatting results, to help eliminate the time wasted on trial and error. The KeyTips feature allows users to invoke commands with just a few simple steps. This Transition Guide to Microsoft Office 2007 is designed to: Introduce you to the new Office 2007 user interface components. Demonstrate--using a side-by-side comparision with Office 2003--how to perform basic tasks and use the new features that are shared across the Office 2007 programs. Learning how to perform these basic tasks right up front will put you on your way to producing professional-looking documents, effective spreadsheets, compelling presentations, and powerful databases using Microsoft Office 2007.

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