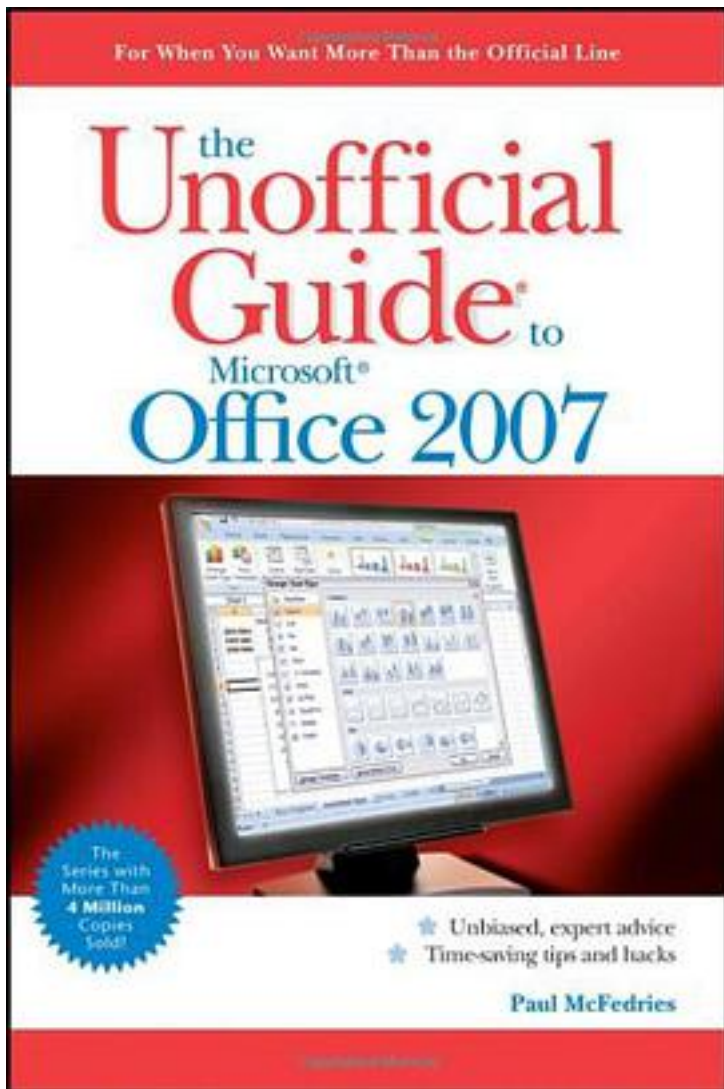# The Unofficial Guide to Microsoft Office 2007

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This 700+ page reference is a tremendous value and provides smart tips and cool insider secrets to help users make the most of Office 2007 Includes complete information regarding updates and changes made to this new version of Office, including navigating the new UI, using collaboration tools, working with Command Tabs, and much more Reveals best practices used by the pros to increase productivity and maximize efficiency Handy checklists and charts get readers started in Office right away Real-world advice from an experienced Office consultant guides the not-so-expert user through Office's robust features

作者介绍:

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