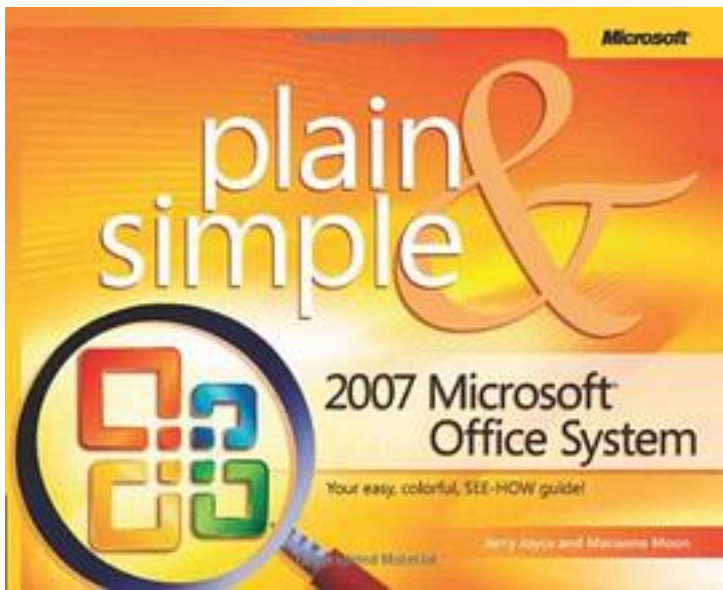


2007 Microsoft Office System Plain & Simple



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在线阅读本书

Get the fast answers--in full color--that make learning the new 2007 Microsoft Office system plain and simple! This no-nonsense guide helps you learn the easy way to navigate the latest version of Office with numbered steps and concise, straightforward language that show the most expedient ways to learn a new skill or solve a problem. You'll become familiar with the new, easy-to-use user interface and learn the essentials for working with Microsoft Office programs--discovering how to perform everyday tasks and answer your own questions quickly. You will discover how to create documents with Microsoft Office Word, spreadsheets with Excel®, and presentations with PowerPoint®. You'll even get the basics for designing a publication using Publisher, creating a Web page with FrontPage®, sharing information with SharePoint®, and more. With PLAIN & SIMPLE, you don't have to wade through superfluous details. This

easy-to-use book delivers fast, precise information--exactly how and when you need it!

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