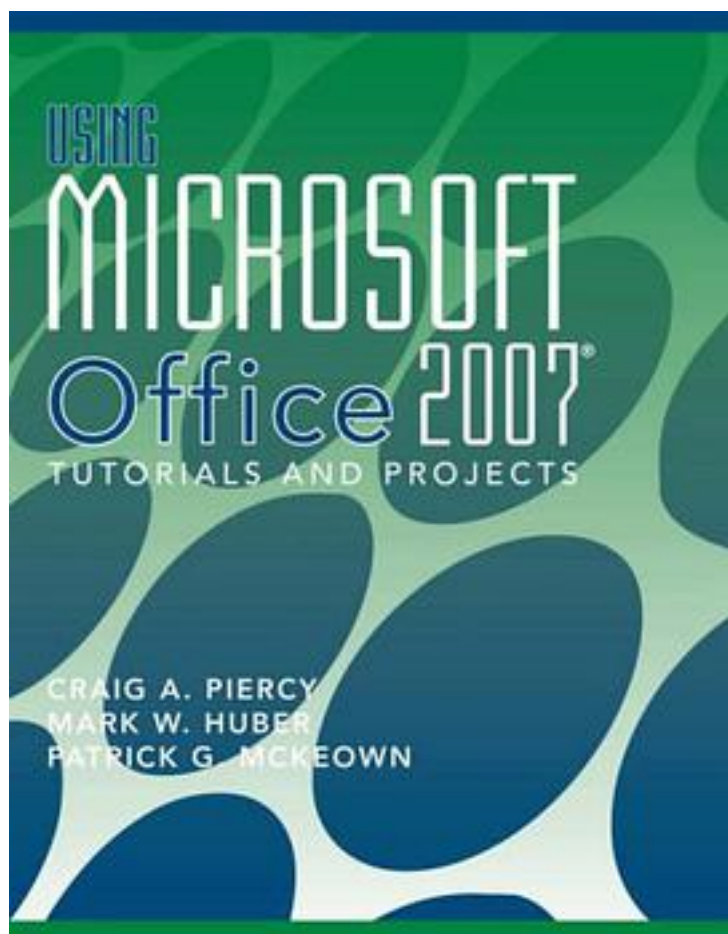# Using Microsoft Office 2007

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Using Microsoft Office 2007: Tutorials and Projects supports instruction in the basic use of Microsoft Office 2007 applications (Word, Excel, PowerPoint and Access.) These learning modules are followed by brief projects that allow students to utilize their skills

in a business context. This manual is suitable as a stand-alone text or as a robust supplement for an Information Systems course that wants to include projects and tutorials in Microsoft Office 2007 applications. To view sample tutorials and projects from this learning manual, please visit www.wiley.com/college/piercy .

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