

## Microsoft Word 2007 Bible

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Along with the massive software update, the Word 2007 Bible is an all new book from scratch for this edition to better focus on the needs of students today in this new version of Word Microsoft MVP Word expert Herb Tyson brings his more than 10 years of MVP credentials and 15 year history of helping students with Word and helping them write better as the new author for this new book

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Title: Microsoft® Word 2007 Bible; Author(s): Herb Tyson; Release date: March 2007; Publisher(s): Wiley; ISBN: 9780470046890

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Microsoft Word 2007 bible [electronic resource] / Herb Tyson. Alternative titles: Microsoft Office Word 2007 bible Word 2007 bible: Main author: Tyson, Herbert L. Corporate Author: Ebook Central Academic Complete., ProQuest (Firm) Format: eBook Online access: Connect to electronic book via Ebook Central.

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Microsoft Word 2007 Bible Book Description: Microsoft's Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007.

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This Word 2007 Bible is more suited as a desktop reference. The table of contents in the front and the index in the back are lengthy but well-organized. Word 2007 Bible includes a CDROM which has 11 short tutorial videos totaling 90 minutes. The videos are ok but I miss the pdf copy of the whole book.

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The Word 2007 Bible helps you soar over the hurdles and quickly brings you up to speed. A Word veteran? You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.

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A powerful and easy-to-use add-in for showing the classic menus and toolbars of Microsoft Word 2003 on Ribbon of Microsoft Word 2007.All of the new features in Microsoft Word 2007 have been added into the Classic Style Menus and Toolbars. Supports all languages that are supported by Microsoft Word 2007 including: English, French, German, Italian, Spanish, Portuguese, Japanese, Dutch, Chinese ...

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'Microsoft Word 2007 Bible' contains information on the changes to Word 2007 for even the most experienced user. Even the most fundamental aspects of Word, including basic user interface concepts as how menus and toolbars work, are overhauled and covered. It also presents an emphasis on Word's role with other Office suite applications.

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Microsoft's Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.

Market\_Desc: Any Office user who needs to do more than create a simple text document, spreadsheet, or brief presentation and needs to understand how to most effectively use several Office applications. Many Office users who haven't purchased books for several versions should need new books again this version Special Features: " All new for Office 2010" Combines content from best-selling books Excel Bible and Access Bible and authors John Walkenbach and Michael Alexander along with the content from the Word, Outlook, and PowerPoint Bibles to create an Office Bible that is the best of the Office suite" This version of Office features many changes to the user interfaces for all the applications. Even the most experienced users will be looking for a thorough book to help them through the changes About The Book: Continuing with the successful format of the Office 2007 Bible, the Office 2010 Bible is built around the expertise of the extremely successful Bible authors on the individual applications. This Bible takes a best of the Bible approach and combines expert content from:" John Walkenbach's Excel 2010 Bible" Michael Groh's Access 2010 Bible" The Word 2010 Bible from Word MVP Herb Tyson" Faith Wempem's PowerPoint 2010 Bible combining PowerPoint technical how-to with business presentation strategyThe book presents expert coverage focused on the topics within each application that the expert authors know readers need most.

Top-to-bottom coverage of the top-selling Microsoft Officeapplication If you want to use Microsoft Word to create more than justsimple documents, start with this ultimate Word guide. Packed withthe in-depth content that is the hallmark of all Wiley Bibles, thisbook covers it all. You'll first find out what's new in Word 2013on the features level - formatting, styles, tables, and more -before you dive into the big stuff that can help you become moreefficient. From document design to creating master documents toapplying security to collaborating in the Cloud, you'll learn notjust how to do tasks, but the best ways to do them, and why. Details everything you need to know to get the most out of Word2013 Walks you through new or refreshed basics, such as formatting,styles, charts, and tables Shows you how to use data sources, create envelopes and labels,and make forms Takes your Word skills up a notch with coverage of keyboardcustomization, security, collaborating on the Cloud, comparingdocuments, and much more Start creating documents at a new level and wow your colleagues,with Word 2013 Bible.

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

Discover all the ways Outlook can make your life with this book. In the handy package that is Outlook, you get the tools you use constantly: e-mail, a calendar and appointment book, a contacts list, a to-do list, and more. Learn to use them together, and you have a sophisticated system for managing your day. This complete A-to-Z guide can teach you, whether you're just venturing into Outlook or are ready to customize and tweak it with VBA programming.

Learn how to tap the full potential of Access 2007 Transfer Access data seamlessly between Microsoft Office applications-and that's just for starters. In this all-new, comprehensive guide by well-known Access expert Helen Feddema, you'll learn to write Visual Basic code that automates Access database tasks, creates standalone scripts, extracts and merges data, and allows you to put together powerful solutions. Whether you're a beginner or a power user, this is the book you need to succeed with Access 2007.

Take control of your projects with this in-depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds, the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track. From setting budgets to allocating resources to tracking results, each of the book's seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need. Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks, check progress, and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What's on the CD-ROM? You'll find a wealth of trial versions, demo software, sample projects, and bonus appendices on the CD-ROM, including Milestones Professional(r) - Advanced formatting, calculation, Web publishing, and reporting features PERT Chart Expert - Create eye-opening PERT chart project plans PlanView(r) Project Portfolio Management - A comprehensive decision-making platform for enterprises WBS Chart Pro - Plan your projects with these graphing tools System Requirements: See the CD-ROM Appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

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