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Special Edition Using Microsoft Office 2007

Ed Bott, Woody Leonard

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Special Edition Using Microsoft Office 2007

Ed Bott, Woody Leonard

Special Edition Using Microsoft Office 2007 Ed Bott, Woody Leonard
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THE ONLY OFFICE BOOK YOU NEED

We crafted this book to grow with you, providing the reference material you need as you move toward Office proficiency and use of more advanced features. If you buy only one book on Office 2007, Special Edition Using Microsoft® Office 2007 is the only book you need.

If you own a copy of Office 2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, Ed and Woody's engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material.

This isn't your Dad's Office! For the first time in a decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon–an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface. If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version.

Ed Bott is an award-winning computer journalist and one of the most widely recognized voices in the computing world, with nearly two decades of experience as a writer and editor at leading magazines, such as PC World, PC Computing, and Smart Business. Ed has written many of Que's all-time bestsellers, including Special Edition Using Office 2000, Special Edition Using Windows 98, and Special Edition Using Windows Me.

Curmudgeon, critic, and perennial "Office Victim," **Woody Leonhard** runs the fiercely independent AskWoody.com website with up-to-the-nanosecond news, observations, tips and help for both Office and Windows. In the past 15 years, Woody has written more than three dozen books, drawing an unprecedented six Computer Press Association awards and two American Business Press awards. Woody was one of the first Microsoft Consulting Partners and is a charter member of the Microsoft Solutions Provider organization.

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