



Microsoft Word 2007 Bible

By Herb Tyson



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Microsoft Word 2007 Bible By Herb Tyson

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.



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Editorial Review

From the Back Cover

Make Microsoft's brave new Word work for you

Microsoft's Word 2007 rewrites the book on word processing. New to Word? 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. 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.

- Navigate the new Ribbon and Quick Access Toolbar user interface
- Put Word's automatic features to work for you—AutoCorrect, AutoFormat, Smart Tags, Quick Parts, and more
- Find the fastest way to accomplish your mission once or the best way to speed through recurring tasks
- Create envelopes, labels, and mailings for one recipient or 1,000
- Communicate visually with tables, charts, drawings, and Smart Art
- Master formatting, styles, and find-and-replace with a heady dose of tips, pitfalls, and shortcuts
- Share and collaborate with Word's PDF export, Groove, and SharePoint®

CD-ROM Included!

See it happen with 90 minutes of Word 2007 videos. Watch Word 2007 on-screen as the author walks you step-by-step through key tasks in the Word interface, showing you the Office Places Bar, ribbon and keyboard customization, styles, outlining, and more all in short video segments.

System Requirements: Windows XP or Windows Vista with Microsoft Media Player or other AVI-capable media player

About the Author

Dr. Herb Tyson has been a Microsoft MVP for more than ten years and has authored more than a dozen computer "help" books. He is an economist, a consultant, and a musician. Herb also provides custom training for users of Windows and Office, emphasizing Word and Outlook.

Users Review

From reader reviews:

Lila Johnson:

This book untitled Microsoft Word 2007 Bible to be one of several books that best seller in this year, that's because when you read this reserve you can get a lot of benefit onto it. You will easily to buy this particular book in the book store or you can order it via online. The publisher in this book sells the e-book too. It makes you quicker to read this book, since you can read this book in your Smart phone. So there is no reason to your account to past this reserve from your list.

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Jose Johnson:

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