



# 2007 Microsoft© Office System Step by Step, Second Edition

*Joyce Cox, Curtis Frye, Steve Lambert, John Pierce, Joan Preppernau, Dow M. Lambert*

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**2007 Microsoft® Office System Step by Step, Second Edition** Joyce Cox, Curtis Frye, Steve Lambert, John Pierce, Joan Preppernau, Dow M. Lambert

## Long Description

The smart way to learn the latest version of Microsoft Office one step at a time! Updated with expanded coverage, this second edition covers Microsoft Office Publisher 2007, Office SharePoint® Server 2007, Office Groove® 2007, Office OneNote® 2007, and Office InfoPath® 2007. Plus, you still get coverage of the familiar Microsoft Office applications Office Access™ 2007, Office Excel® 2007, Office Outlook® 2007, Office PowerPoint® 2007, and Office Word 2007. Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to learn the fundamentals of working with the 2007 Microsoft Office system, including how to navigate the new user interface. You will learn how to create professional-quality documents, powerful spreadsheets, and compelling slide presentations. You will also discover how to get your Web site up and running, how to take notes electronically, and how to manage your e-mail communications and workday. The companion CD includes skill-building practice files, eBooks, and more! With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction building and practicing the skills you need, just when you need them!

## Key Book Benefits:

Allows you to learn how to use Microsoft Office 2007 by taking just the lessons you need or by working from cover to cover you set the pace

Features easy-to-follow lessons and hands-on skill-building exercises

Includes an introduction to the new user interface and coverage of Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007.

Expanded, this second edition also includes coverage of Publisher 2007, SharePoint Server 2007, Groove 2007, OneNote 2007, and InfoPath 2007.

Includes a companion CD with skill-building practice files, an eBook, and sample chapters from other popular books

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