

<<2007 Microsoft Office>>

图书基本信息

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内容概要

Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with Office 2007, including how to navigate the new user interface. With coverage of core Office programs, and highlights of new programs, 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. You'll even step through the fundamentals of working with Microsoft InfoPath forms and collaborating with Microsoft Office SharePoint, Microsoft Office LiveMeeting, and Microsoft Office Groove.

作者简介

Curtis Frye is the author of numerous books on Excel and other Office products, most recently the "Excel 2007 Pocket Guide." He graduated from Syracuse in 1990 with a degree in political science, and then moved to Washington, DC, where he worked as a defense trade analyst for four years and as the director of sales and marketing for an ISP for one year. He moved to Portland, Oregon, in 1995 to launch his freelance writing career. When Curt's not writing, and often while he is writing, he is a keynote speaker, mentalist, and professional improvisational comedian. Joyce Cox has more than 30 years' experience in the development of training materials about technical subjects for non-technical audiences and is the author of dozens of books about Office and Windows technologies. Joyce is vice president of Online Training Solutions, Inc. (OTSI). Previously, she was president of and principal author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Katherine Murray has written more than 60 computer books, including Microsoft Office 2010 Plain & Simple, Microsoft Word 2010 Plain & Simple, and Microsoft Word 2010 Inside Out. She specializes in teaching people and businesses how to improve their productivity using Microsoft technologies, and she loves the freedom that comes along with the "work virtually anywhere" approach Office 365 offers.

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