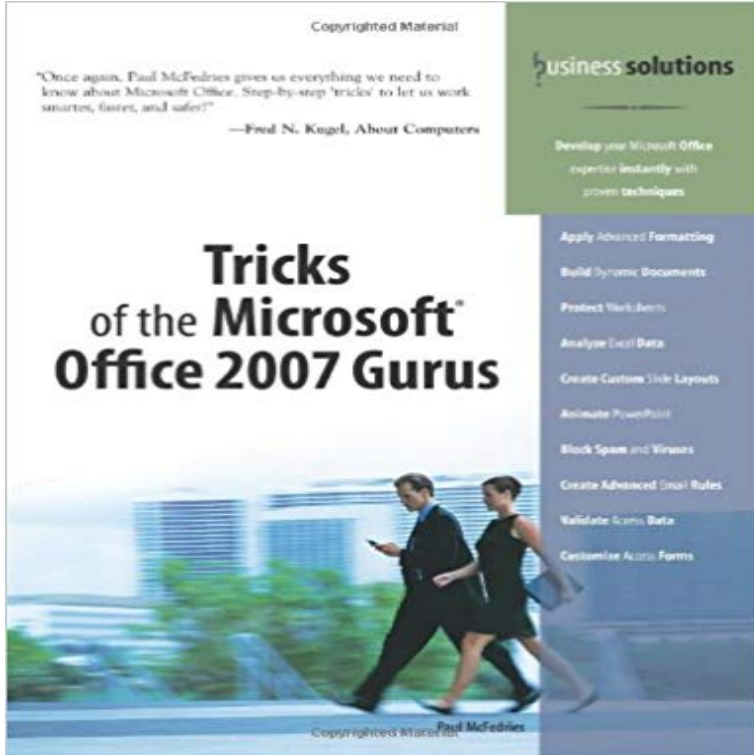


Tricks of the Microsoft Office 2007 Gurus



&>Paul McFedries, an Office insider, that will help you learn the Office applications inside and out. Designed to bridge the gap between your expectation and reality, you will go beyond the basics and learn newly discovered techniques, shortcuts, and best practices. Through real-world examples that showcase how the tips and tricks can be used in everyday business tasks, Tricks of the Microsoft Office 2007 Gurus will help you get the most out of Office 2007.

Part I MICROSOFT WORD TRICKS
Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks III MICROSOFT POWERPOINT TRICKS Chapter 9 Slide and Presentation Tricks Chapter 10 Animation Tricks Chapter 11 Slide Show Tricks IV MICROSOFT OUTLOOK TRICKS Chapter 12 Email Tricks Chapter 13 Calendar and Contacts Tricks V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks APPENDIXES Author Bio Paul McFedries is well-known as a teacher of Office, Windows, and programming, particularly VBA. He is the president of Logophilia Limited, a technical writing company. Paul has been writing programs for PCs for more than 25 years and has been developing VBA applications since Microsoft first added VBA to the Office suite in 1994. Now primarily a writer, Paul has written more than 50 books that have sold more than three million copies worldwide. These books include Access 2007 Forms, Reports, and Queries (Que, 2007), Formulas and Functions with Excel 2007 (Que, 2007), VBA for the 2007 Microsoft Office System (Que, 2007), and Windows Vista Unleashed (Sams, 2006).

Paul McFedries, an Office insider, that will help you learn the Office applications inside and out. Designed to bridge the gap between your Aims to provide tricks that help you learn the Office applications inside and out. This book helps you learn techniques, shortcuts, and bestIntroduction I Microsoft Word Tricks 1 Text Tricks 2 Formatting Tricks 3 Document Tricks 4 Page Layout Tricks II Microsoft Excel Tricks 5 Formula and Function As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections Tricks of the Microsoft Office 2007 Gurus.Vsechny informace o produktu Kniha Tricks of the Microsoft Office 2007 Gurus, porovnani cen z internetovych obchodu, hodnoceni a recenze Tricks of the youll always find the latest and most helpful pointers for the Microsoft Office programs you use every day. Need help with Microsoft OfficeISBN-13: 978-0-7897-3666-6. Library of Congress Cataloging-in-Publication Data. McFedries, Paul. Tricks of the Microsoft Office 2007 gurus / Paul McFedries. Get the MOS 2016 Study Guide for Microsoft Excel Expert at Microsoft Store and compare products Tricks of the Microsoft Office 2007 Gurus.Tricks of the Microsoft Office Gurus by Paul McFedries, 9780789733696, available at Book Formulas and Functions with Microsoft Office Excel 2007.Tricks of the Microsoft Office 2007 Gurus [Paul McFedries] on . *FREE* shipping on qualifying offers. &>Paul McFedries, an Office insider, that will This chapter introduces you to tricks, shortcuts, and settings that can make working with documents Tricks of the Microsoft Office 2007 Gurus