



Office 2007 in easy steps

Michael Price

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Written for both new and experienced users, this handy guide concentrates on the most useful and productive elements of this essential software suite. It explains the applications included in the Standard edition — Word, Excel, Outlook, PowerPoint, and Office Tools — and also addresses other Office applications such as Access and Publisher. The applications are explained from the user's point of view: what task the user wants to perform and what result the user wants to achieve. Among the topics covered are word processing, printing, calculations, presentations, financial statements, photo editing, slide shows, email, time management, creating databases, managing files and folders, and finding help. The commands and functions used to carry out tasks are explained in plain English through simple, clearly-defined steps that don't overwhelm the reader with confusing and unnecessary detail.

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