



Teach Yourself VISUALLY Microsoft Office 2007

Sherry Willard Kinkoph

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Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 220 Office 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including:

- * Using Galleries and Live Preview
- * Finding hidden files
- * Creating a blog post
- * Assembling and presenting slideshows
- * Developing a publication
- * Building a spreadsheet
- * Helpful sidebars offer practical tips and tricks
- * Full-color screen shots demonstrate each task
- * Succinct explanations walk you through step by step
- * Two-page lessons break big topics into bite-sized modules

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