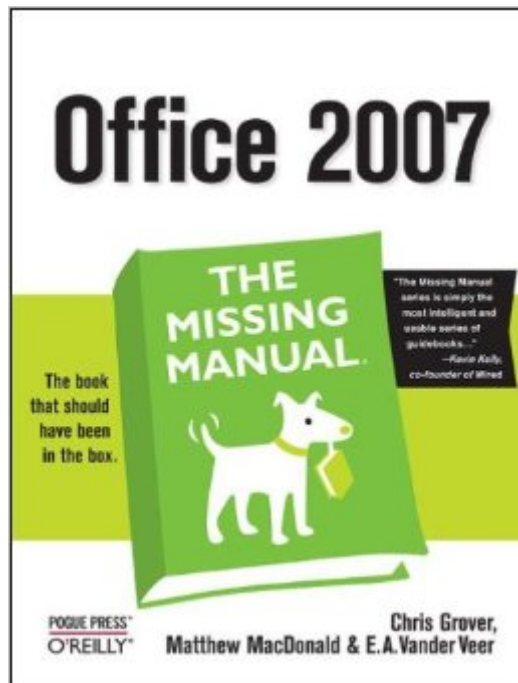


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# Office 2007: The Missing Manual



## Synopsis

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with:

- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Plenty of friendly advice

It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

## Book Information

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## Customer Reviews

I bought "Office 2007, The Missing Manual" in July 2007. I used it a little but found the 2007 MS Office System Plain & Simple to be a better book for our clients. The "Missing Manual" stayed on my bookshelf. Today, thinking I could get a better understanding of my problems with Mailings using a database from Outlook, I discovered that this book has absolutely no information on Mail Merge at all. In fact, "Mailings", one of the 7 tabs on the ribbon is not even indexed. You can find what limited information there is on "Mailings" under Printing envelopes and Printing labels. Ironically, on page 182 (about printing envelopes), the book states, "Most of the tools on the Mailings tab are for mail merge and mass mailings." If most of the tools under the tab are about mail merge, wouldn't it make sense to include some information about those items? Save your money. There are better books with more information. If you need this kind of overview of the different features in MS Office 2007 -- the "Plain and Simple" book is better. If you need more detailed information, this is not the book for you.

'Office 2007: The Missing Manual' by Chris Grover is an absolute gem of a book. With 850+ pages of material covering Word, Excel, PowerPoint, Access and so much more, this is the definitive reference item for all heavy Office users that want to ramp up as quickly and efficiently as possible. Broken up over 34 chapters, this book logically separates the different applications and uses of the Office program suite. Focusing heavily on not just the use of the apps but the difference with the "ribbon" changes of the 2007 versions, this is another grand slam by the 'Missing Manual' line of books. The only person that I really couldn't recommend this for is if you are a user of a particular application in the Office suite. For you I would recommend on picking up one of the particular books that delve more into detail than this book does. Awesome books, incredible job by one of the best book lines out there today.\*\*\*\*\* HIGHLY RECOMMENDED

When a book is advertised as "The Missing Manual" one would think that it includes everything that is in Office 2007, but, in this case, not so. It contains no mention of Microsoft Outlook, which, to me, is a very important element in MS Office. Disappointing, to say the least.

I've only looked through this book briefly but after checking 2 times I find there is nothing AT ALL about "Outlook" which is the main reason I bought this book. As "OUTLOOK" is part of Office and "Office 2007" and I am very disappointed with my purchase and regard the title -"Office 2007" misleading, it should be called "Parts of Office 2007"

Bought this book to use as a reference for when I do typing for people - the class I took didn't cover everything so it's good to have the information on hand when needed. Arrived in a very timely manner and in excellent condition.

I work with Microsoft Office everyday and this manual has tips and instructions on how to do everything you need and things you never thought of.

To understand "the ribbon" is not that easy. With this manual all is revealed in simple and easy to follow terms. Since I purchased this manual, I have been able to assist many "SeniorNet" (over 60's) with the answers to all queries on how to use this version of Office. Without it, life would be a lot more difficult.

Chris Grover, Matthew MacDonald and E.A. Vander Veer's Office 2007: The Missing Manual covers the latest, extensive upgrade to the Microsoft Office, Suite: an extensive revamp which makes this OFFICE 2007: THE MISSING MANUAL a 'must' even for owners of previous Office editions. The basics of Word, Excel, PowerPoint and Access are covered, from the beginnings of navigation using new tools to the basics of working with Word document layouts, Excel spreadsheets, presentations using PowerPoint, and Access' enhanced database capabilities.

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