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basic operations of
Microsoft Office 2007
(officially called 2007
Microsoft Office System)
which is a Windows
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also covers viewing and printing
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work easy and efficient!

System requirements for

accompanying disc: 500 MHz

Pentium Processor; 256 MB RAM;

Windows XP SP2/Vista; Microsoft

Word 2007; Microsoft Excel 2007;

Microsoft Access 2007; Microsoft

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PowerPoint 2007; Microsoft Outlook 2007; Internet browser; 1024x768 display; CD-ROM drive. Showcases Office essentials while demonstrating Office XP's updated features and explaining how to customize the programs,

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humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. This isn't your Dad's Office! For the first time in a

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decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface.

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If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version.

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

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Teach Yourself VISUALLY Microsoft
Office 2007
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Office 2007 in easy steps