### Teach Yourself VISUALLY Microsoft Office 2007



Filesize: 3.19 MB

#### **Reviews**

It is simple in read through safer to comprehend. This is for anyone who statte that there was not a really worth reading through. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Samanta Klein)

#### TEACH YOURSELF VISUALLY MICROSOFT OFFICE 2007



Visual, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: OFFICE FEATURES. Chapter 1: Office Basics. Start and Exit Office Applications. Navigate the Program Windows. Work with the Ribbon. Customize the Quick Access Toolbar. Find Customizing Options. Turn Off Live Preview. Find Help with Office. Add and Remove Office Components. Diagnose Office Programs. Chapter 2: Working with Files. Start a New File. Save a File. Open an Existing File. Close a File. Print a File. Cut, Copy, and Paste Data. View Multiple Files. Chapter 3: Office Internet and Graphics Tools. Create anHTML File. Add a Hyperlink. Draw AutoShapes. Insert Clip Art. View Clip Art with the Clip Organizer. Insert a Picture. Add a Picture Border. Add a Picture Effect. Insert a WordArt Object. Move and Resize an Object. Rotate and Flip Objects. Crop a Picture. Add Shadow and 3-D Effects. Arrange Objects. Control Text Wrapping. Recolor a Picture. Add SmartArt. Chapter 4: Adding Text. Change Word's Views. Type and Edit Text. Select Text. Move and Copy Text. Insert Quick Parts. Apply a Template. Insert Symbols. Create a Blog Post. Chapter 5: Formatting Text. Add Basic Formatting. Use the Mini Toolbar. Change the Font. Change the Font Size. Add Color to Text. Align Text. Set Line Spacing. Set Character Spacing.87 Apply Color Shading. Highlight Text. Copy Formatting. Clear Formatting. Indent Text. Set Tabs. Create Bulleted or Numbered Lists. Set Margins. Format with Styles. Chapter 6: Working with Tables. Insert a Table. Insert a Quick Table. Draw a Table. Insert an Excel Spreadsheet. Select Table Cells. Adjust the Column Width or Row Height. Add Columns and Rows. Delete Columns or Rows. Merge Table Cells. Split Table Cells. Apply Table Styles. Change Cell Alignment. Reposition a Table. Resize a Table. Chapter 7: Adding Extra Touches. Assign a...



Read Teach Yourself VISUALLY Microsoft Office 2007 Online

Download PDF Teach Yourself VISUALLY Microsoft Office 2007

#### Other Kindle Books



### Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How...

Download Book »



### Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

Download Book »



#### Dom's Dragon - Read it Yourself with Ladybird: Level 2

Penguin Books Ltd. Paperback. Book Condition: new. BRAND NEW, Dom's Dragon - Read it Yourself with Ladybird: Level 2, Mandy Ross, One day, Dom finds a little red egg and soon he is the owner...

Download Book »



## The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)

Cengage Learning, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: You can now maximize and integrate the design and development power of Adobe Creative Suite 6 with WEB...

Download Book »



# Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age

Adams Media Corporation. Paperback. Book Condition: new. BRAND NEW, Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age, David Dutwin, TV. Web Surfing. IMing. Text Messaging. Video...

Download Book »