



Sams Teach Yourself Microsoft Office 2007 All in One

Greg Perry

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One Book...All the Answers

In just a short time you will be up and running with Microsoft Office 2007, including Word, Excel, PowerPoint, Outlook, and OneNote.

Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation, allowing you to learn the essentials of Office 2007 from the ground up.

Thorough instructions walk you through the most common tasks and show you extra features that make your Office 2007 documents stand apart from the crowd.

Notes present interesting pieces of information, extra features you can use, and warnings to protect your data.

Tips offer extra advice or teach an easier way to do something.

Learn how to...

- Leverage New Features to Do More Work in Less Time
- Master Office 2007's New Ribbon
- Use Live Preview to See How Changes Will Affect Your Documents
- Create Online Web Pages from Your Office Documents, Worksheets, and Presentations
- Apply a Consistent Theme to All Your Documents, Worksheets, and Presentations
- Format Word Documents to Grab Attention Without Taking Away from the Message You Want to Convey
- Perform Mail Merging with Ease
- Set Up Powerful Worksheet Page Formats
- Drop Audio and Video into Your PowerPoint Presentations
- Organize Your Email to Work Smarter
- Locate Outlook Contacts on a Global Map
- Maximize Note Taking with OneNote

Part I: Introducing Microsoft Office 2007 1

Chapter 1: Start Here 3

PART II: Writing with Word 29

Chapter 2: Learning Word's Basics 31

Chapter 3: Making Your Words Look Good 69

Chapter 4: Adding Lists, Tables, and Graphics 107

Chapter 5: Using Word's Advanced Features 147

PART III: Working with Excel Worksheets 201

Chapter 6: Getting to Know Excel 203

Chapter 7: Working with Excel Data 243

Chapter 8: Formatting Worksheets with Excel 273

Chapter 9: Creating Advanced Worksheets 303

Chapter 10: Using Excel as a Simple Database 329

PART IV: Impressing Audiences with PowerPoint 347

Chapter 11: Learning About PowerPoint 349

Chapter 12: Adding Flair to Your Presentations 371

Chapter 13: Making More Impressive Presentations 393

PART V: Organizing with Outlook 429

Chapter 14: Introducing Outlook 431

Chapter 15: Making Contact 475

Chapter 16: Living with Outlook 497

PART VI: Enhancing Your Work with Other Office Features 517

Chapter 17: Making Notes with OneNote 519

Chapter 18: Automatic Office 541

Chapter 19: Sharing Data Among Office Applications 563

Chapter 20: Combining Office and the Internet 581

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