

2007 MICROSOFT OFFICE SYSTEM AND YOUR WINDOWS-BASED PC: A REAL-LIFE GUIDE TO GETTING MORE DONE

[DOWNLOAD](#)

PHI Learning, 2009. Softcover. Book Condition: New. First edition. Get organized, get creative, and get more done?with the ultimate real life guide to Microsoft Office and Windows Vista®. Written by the editors and product testers at Windows Vista: The Official Magazine, this book focuses on practical, everyday scenarios and fast, reliable results. 1. Get Started : From the five-minute guide to personalizing your desktop?to getting familiar with Office programs and features?You?ll find smart-and-simple tips to get up and running quickly. 2. Explore : Now that you know your way around, dig in?and take control of your day. Build brilliant documents. Create stunning slides and charts. Fix you own connectivity problems. Brand yourself. Blog. Sync and share files. Go wireless. Go mobile. 3. Do More : Get inspired?and go further?with imaginative projects for you, your family, and friends. ? CONTENTS ? Introduction ? Chapter 1 The wow factor ? 12 reasons you?ll love Windows Vista ? 10 things you?ll love about the 2007 Microsoft Office system ? Chapter 2 Your first hour with Windows Vista ? Introducing Windows Vista ? The Welcome Center ? The Start menu ? The Windows Sidebar ? Chapter 3 A closer look at Office 2007 ? Exploring the 2007 Office suite ? Get Started Explore ? Introduction ? Chapter 4 Communication ? The new way to keep in touch with Windows Live Mail and Office Outlook 2007 ? Fulfilling the role of diving messenger: Windows Live Messenger ? Keep in contact the easy way with Windows Contacts ? Chapter 5 Networking ? Network choices ? Set up a wired network ? Set up a wireless network ? Set up a powerline network ? Solve your network niggles ? Chapter 6 Budgeting ? You can make a spreadsheet sparkle: introducing Office Excel 2007 ? Give your clients...



[Read 2007 Microsoft Office System and Your Windows-Based PC: A Real-Life Guide to Getting More Done Online](#)



[Download PDF 2007 Microsoft Office System and Your Windows-Based PC: A Real-Life Guide to Getting More Done](#)

