



2007 Microsoft Office System and Your Windows-Based PC: A Real-Life Guide to Getting More Done

By Future Publishing

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 ?...

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