



## Microsoft Word 2007 Bible

By Herb Tyson

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Microsoft's Word 2007 rewrites the book on word processing and *this* book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.

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## Microsoft Word 2007 Bible By Herb Tyson Bibliography

- Sales Rank: #1241388 in Books
- Published on: 2007-03-12
- Original language: English
- Number of items: 1
- Dimensions: 9.20" h x 2.10" w x 7.40" l, 3.13 pounds
- Binding: Paperback
- 960 pages

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## **Editorial Review**

From the Back Cover

### **Make Microsoft's brave new Word work for you**

Microsoft's Word 2007 rewrites the book on word processing. New to Word? The Word 2007 Bible helps you soar over the hurdles and quickly brings you up to speed. A Word veteran? You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007.

- Navigate the new Ribbon and Quick Access Toolbar user interface
- Put Word's automatic features to work for you—AutoCorrect, AutoFormat, Smart Tags, Quick Parts, and more
- Find the fastest way to accomplish your mission once or the best way to speed through recurring tasks
- Create envelopes, labels, and mailings for one recipient or 1,000
- Communicate visually with tables, charts, drawings, and Smart Art
- Master formatting, styles, and find-and-replace with a heady dose of tips, pitfalls, and shortcuts
- Share and collaborate with Word's PDF export, Groove, and SharePoint®

### **CD-ROM Included!**

See it happen with 90 minutes of Word 2007 videos. Watch Word 2007 on-screen as the author walks you step-by-step through key tasks in the Word interface, showing you the Office Places Bar, ribbon and keyboard customization, styles, outlining, and more all in short video segments.

System Requirements: Windows XP or Windows Vista with Microsoft Media Player or other AVI-capable media player

About the Author

**Dr. Herb Tyson** has been a Microsoft MVP for more than ten years and has authored more than a dozen computer "help" books. He is an economist, a consultant, and a musician. Herb also provides custom training for users of Windows and Office, emphasizing Word and Outlook.

## **Users Review**

### **From reader reviews:**

#### **Harry Oliver:**

Why don't make it to be your habit? Right now, try to prepare your time to do the important take action, like looking for your favorite e-book and reading a reserve. Beside you can solve your long lasting problem; you can add your knowledge by the guide entitled Microsoft Word 2007 Bible. Try to face the book Microsoft Word 2007 Bible as your close friend. It means that it can to become your friend when you experience alone and beside those of course make you smarter than ever before. Yeah, it is very fortunated to suit your needs. The book makes you more confidence because you can know everything by the book. So , we need to make new experience in addition to knowledge with this book.

**Daniel Gomez:**

In this age globalization it is important to someone to find information. The information will make you to definitely understand the condition of the world. The healthiness of the world makes the information much easier to share. You can find a lot of sources to get information example: internet, newspaper, book, and soon. You will observe that now, a lot of publisher that will print many kinds of book. Typically the book that recommended for you is Microsoft Word 2007 Bible this e-book consist a lot of the information on the condition of this world now. This book was represented how can the world has grown up. The dialect styles that writer value to explain it is easy to understand. The actual writer made some research when he makes this book. This is why this book acceptable all of you.

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