

Word 2007: The Missing Manual


By Chris Grover



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Microsoft Word has grown considerably in power, sophistication and capability over the past decade, but one thing that hasn't changed since the early '90s is its user interface. The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently, more and more people are looking for "insider" tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever, so even though you will be able to find advanced features, you might not know what to do with them.

Word 2007: The Missing Manual, written specifically for this version of the software, explains basics like how to create documents, enter and edit text, format, print, and fax. You will also learn how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Coverage also includes how to share documents with other people and programs, create web pages, automate documents with fields, and automate tasks with macros and the Visual Basic scripting language. This book shows you how to do it all.

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Word 2007: The Missing Manual By Chris Grover Bibliography

- Sales Rank: #1118956 in Books
- Brand: Brand: O'Reilly Media
- Published on: 2006-12-31
- Original language: English
- Number of items: 1
- Dimensions: 9.19" h x 1.20" w x 7.00" l, 1.80 pounds
- Binding: Paperback
- 524 pages

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Editorial Review

Review

Christopher Grover lives in Fairfax, California with his wife and two daughters. Chris received degrees in Creative Writing and Film from Emerson College in Boston, Massachusetts. He's worked as a technical writer, advertising copywriter and product publicist for more than 25 years. His freelance articles have been published in a variety of magazines from Fine Homebuilding to CD-ROM World. Chris's latest project is launching Bolinas Road Creative, an agency that helps small businesses promote their products and services.

About the Author

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