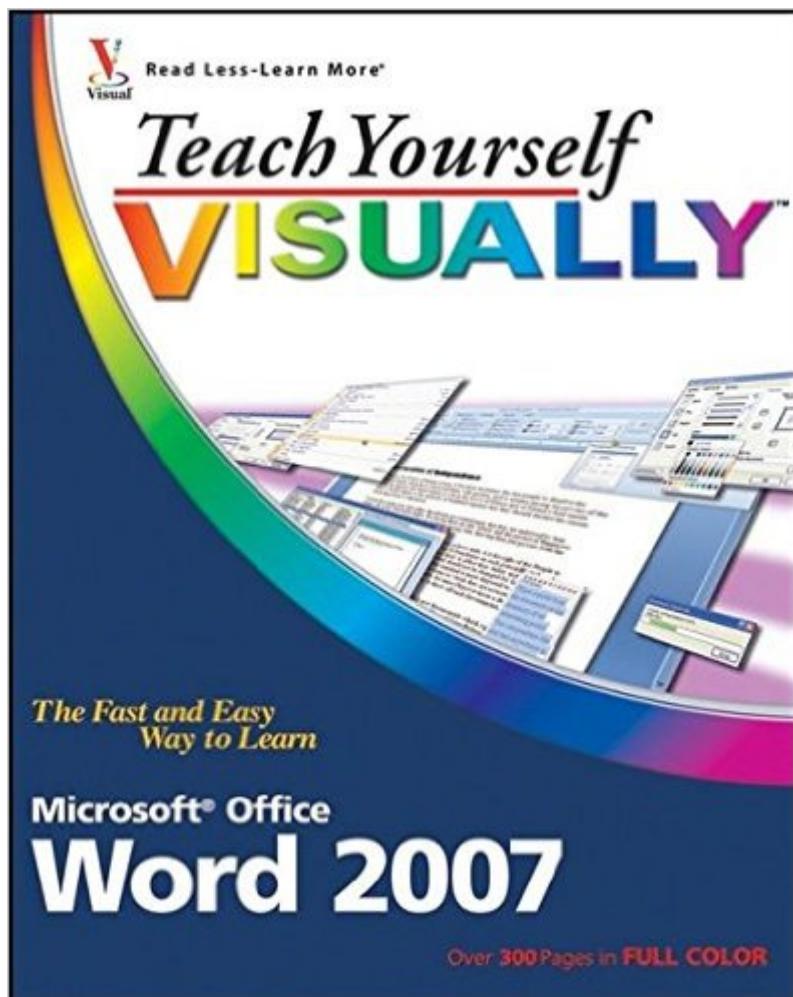


The book was found

Teach Yourself VISUALLY Word 2007



Synopsis

Covers the much-anticipated new features of Word 2007, including collaboration tools, XML tags in Word, and the Word 2007 facelift—the first redesigned UI since Office 97. Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application. Filled with clear, step-by-step screen shots that show readers how to tackle dozens of Word tasks, including new features like the Research Pane, side-by-side comparisons, smart tags, and maximizing the benefits of the Task Pane. Revised interior design offers readers a more sophisticated look with easier navigation.

Book Information

Paperback: 320 pages

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Product Dimensions: 7.4 x 0.7 x 9.2 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (48 customer reviews)

Best Sellers Rank: #737,133 in Books (See Top 100 in Books) #178 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #210 in Books > Computers & Technology > Software > Word Processing #9995 in Books > Textbooks > Computer Science

Customer Reviews

I think these books are great---but I can't give this boook five stars because it covers so little of what I want to know about Word 2007. The better plan would be to have Word 2007 Ultra beginner (the beginners version for those who don't know how to highlight) and Word 2007 Advanced (for those of us who do). I was only able to use 10 pages of the book and I am so frustrated because I know there are cool things you can do in Word, like find all your comments at once. Nevertheless, I did learn how to put a comment in a document, which I could not figure out from the Word 2007 for Dummies book with his many, many, many, excessive words and verbage and did I say words and more words (and no screenshots). To the Dummies people: a screenshot paints a thousand words. Here's what you get in the 13 Chapters: 1.) Opening Word 2.) Manage Documents: Various ways to open and close---there are a couple of sections you might not know 3.) Editing Text: (You really will start yawning because they tell you how to insert blank lines in a document---not

kidding---I realize there is someone out there who does not know that and it is valuable for THEM to learn, but MOST OF US can press return.4.) Proofreading: In this chapter you learn how to make comments and delete comments and find comments, but, as I said, there is a way to do it on the right slider and that's sophisticated and I WANT SOMEONE TO TEACH ME THAT SORT OF THING, not how to check spelling and grammar, also in this chapter. So many of the topics are a right click away on the screen when you are working in word.

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