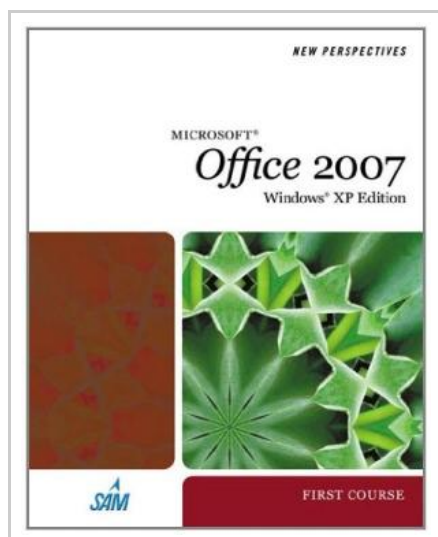




New Perspectives on Microsoft Office 2007, First Course, Windows XP Edition (Available Titles Skills Assessment Manager (SAM) - Office 2007)

By Shaffer, Ann; Carey, Patrick; Finnegan, Kathy T.; Adamski, Joseph J.; Ageloff, Roy

Course Technology, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Essential Computer Concepts Exploring the Basics of Microsoft Windows XP Managing Your Files Browser and E-mail Basics Getting Started with Microsoft Office 2007 Word 2007 Level I Tutorials: 1. Creating a Document 2. Editing and Formatting a Document 3. Creating a Multiple-Page Report 4. Desktop Publishing and Mail Merge Excel 2007 Level I Tutorials: 1. Getting Started with Excel 2. Developing a Professional Worksheet 3. Working with Formulas and Functions 4. Creating Charts and Graphics Integration Tutorial 1: Integrating Word and Excel Access 2007 Level I Tutorials: 1. Creating a Database 2. Maintaining a Database 3. Querying a Database 4. Creating Forms and Reports Integration Tutorial 2: Integrating Word, Excel, and Access PowerPoint 2007 Level I Tutorials: 1. Creating a Presentation 2. Applying and Modifying Text and Graphic Objects Integration Tutorial 3: Integrating Word, Excel, Access, and PowerPoint Creating Web Pages with Microsoft Office 2007.



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