

## 图书基本信息

书名：《Microsoft Office Word 2007 进阶指南》

13位ISBN编号：9780735623026

10位ISBN编号：0735623023

出版时间：2007-1

出版社：Microsoft Pr

作者：Cox, Joyce/ Preppernau, Joan

页数：381

版权说明：本站所提供下载的PDF图书仅提供预览和简介以及在线试读，请支持正版图书。

更多资源请访问：[www.tushu111.com](http://www.tushu111.com)

# 《Microsoft Office Word》

## 内容概要

Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look. Add graphics and text effects and see a live preview. Organize information with new SmartArt diagrams and charts. Insert references, footnotes, indexes, a table of contents. Send documents for review and manage revisions. Turn your ideas into blogs, Web pages, and more. Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons. Fully searchable eBook. Bonus quick reference to the Ribbon, the new Microsoft Office interface. Windows Vista Product Guide eBook plus more resources and extras on CD.

## 作者简介

Joyce Cox has more than 30 years' experience in the development of training materials about technical subjects for non-technical audiences and is the author of dozens of books about Office and Windows technologies. Joyce is vice president of Online Training Solutions, Inc. (OTSI). Previously, she was president of and principal author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Joan Lambert has worked in the training and certification industry since 1997. As president of Online Training Solutions, Inc. (OTSI), Joan is responsible for guiding the translation of technical information and requirements into useful, relevant, and measurable training, learning, and certification deliverables. An MCTS, MOM, MCAS, and MCT, Joan is the author or coauthor of more than two dozen books about Windows and Microsoft Office (for Windows and for Mac).

# 《Microsoft Office Word》

## 书籍目录

About the Authors  
Introducing Word 2007  
New Features  
Let's Get Started  
Information for Readers Running Windows XP  
Managing the Practice Files  
Using the Start Menu  
Navigating the Dialog Boxes  
The Microsoft Business Certification Program  
Selecting a Certification Path  
Becoming a Microsoft Certified Application Specialist  
Taking a Microsoft Business Certification Exam  
For More Information  
Features and Conventions of This Book  
Using the Book's CD  
What's on the CD?  
Minimum System Requirements  
Installing the Practice Files  
Using the Practice Files  
Removing and Uninstalling the Practice Files  
Getting Help  
Getting Help with This Book and Its Companion CD  
Getting Help with Word 2007  
More Information  
Quick Reference

## 版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:[www.tushu111.com](http://www.tushu111.com)