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technical journals and wrote Special Edition Using Microsoft Office Outlook 2003. She's a gadget geek and enjoys beta testing the latest Microsoft Mobile devices. Patricia lives in Seattle, Washington. In her spare time she watches a lot of TV and movies, and she is an avid reader.

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~~Special Edition Using Microsoft Office Project 2003: Pyron~~

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~~Camarda, Special Edition Using Microsoft Office Word 2003~~

If you are really wanting to explore how to use the advanced features of 2007 across different programs I would suggest Advanced Microsoft Office Documents 2007 Edition Inside Out. It is a great addition to this book and a rich resource on its own for those already very familiar with Word 2007.

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THE ONLY WORD 2007 BOOK YOU NEED This book will help you build solid skills to create the documents you need right now, and expert-level guidance for leveraging Word's most advanced features whenever you need them. If you buy only one book on Word 2007, Special Edition Using Microsoft Office Word 2007 is the book you need. • Come up to speed quickly with the new Word 2007 Ribbon interface • Streamline document formatting with styles, templates, and themes • Collaborate with others using comments and tracked changes • Master mail merges, master documents, and other advanced features • Manage large documents with indexes, TOCs, and automatically numbered references • Use fields and forms to collect and manage information • Illustrate key concepts with SmartArt diagrams • Create and apply custom themes that control fonts, color schemes, and effects • Manage academic research citations and generate bibliographies in any popular documentation format On the Web Includes complete instructions and a command reference you can use to customize the Ribbon with RibbonX, even if you have little or no previous XML experience. You can also download additional RibbonX examples and an easy-to-use RibbonCustomizer utility from this book's companion web site, www.quepublishing.com/usingword2007.

With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, "add network place" wizard and much more

Special Edition Using Microsoft® Office 2007 THE ONLY OFFICE BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Office proficiency and use of more advanced features. If you buy only one book on Office 2007, Special Edition Using Microsoft® Office 2007 is the only book you need. If you own a copy of Office 2007, you deserve a copy of this book! Although this book is aimed at the Office veteran, Ed and Woody's engaging style will appeal to beginners, too. Written in clear, plain English, readers will feel as though they are learning from real humans and not Microsoft clones. Sprinkled with a wry sense of humor and an amazing depth of field, this book most certainly isn't your run-of-the-mill computer book. You should expect plenty of hands-on guidance and deep but accessible reference material. This isn't your Dad's Office! For the first time in a decade, Microsoft has rolled out an all-new user interface. Menus? Gone. Toolbars? Gone. For the core programs in the Office family, you now interact with the program using the Ribbon—an oversize strip of icons and commands, organized into multiple tabs, that takes over the top of each program's interface. If your muscles have memorized Office menus, you'll have to unlearn a lot of old habits for this version.

By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets, hidden tools, and little-known field codes.

The Student-Teacher Edition of Microsoft Office 2003 is the best-selling version of the software suite, and Special Edition Using Microsoft Office 2003, Student-Teacher Edition is the first book to tackle it from the perspective of this unique user. The SE Using format will help you explore advanced techniques that

can save you time and help automate repetitive tasks. You will be able to increase your productivity in all areas of any one of the Microsoft Office 2003 applications. You'll also learn ways to make them work better together, further increasing your productivity. Take a look at Microsoft Office 2003 through the eyes of an expert with Special Edition Using Microsoft Office 2003, Student-Teacher Edition.

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Every business professional faces challenges in managing their time to be as efficient and productive as possible. Information management has become an important everyday task in helping manage these challenges successfully, and Microsoft Outlook is the gold standard to help users stay organized. Outlook not only helps manage contacts, appointments, and tasks, it also serves as the e-mail and fax client. Outlook 2007 has been redesigned and improved with a new user interface, electronic business cards, RSS support, smart scheduling, anti-phishing capabilities, junk e-mail filter, and more. Case study sections called "Improving Your Outlook" illustrate how to apply the information learned in real-world situations. Troubleshooting sections in each chapter illustrate common problems that occur when using Outlook, followed by a detailed solution. With this book, you learn the latest features and improvements in Outlook by focusing on user productivity through real-world techniques in real-world environments.

The Student-Teacher Edition of Microsoft Office 2003 is the best-selling version of the software suite, and "Special Edition Using Microsoft Office 2003, Student-Teacher Edition" is the first book to tackle it from the perspective of this unique user. The SE Using format will help you explore advanced techniques that can save you time and help automate repetitive tasks. You will be able to increase your productivity in all areas of any one of the Microsoft Office 2003 applications. You'll also learn ways to make them work better together, further increasing your productivity. Take a look at Microsoft Office 2003 through the eyes of an expert with "Special Edition Using Microsoft Office 2003, Student-Teacher Edition,"

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