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fast paced and easy to read this concise book teaches you the basics of word 2007 so you can start using the program right away not only will you learn how to work with word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables the new word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with clear explanations step by step instructions lots of illustrations larger type plenty of friendly advice word is used primarily for word processing but there s more to this powerful program than meets the eye it also offers a staggering array of advanced features that were once found only in page layout programs and graphics software many of these features are hidden among word s cluttered menus and even the pros can t find them all for word 2007 microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate unfortunately microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them word 2007 for starters the missing manual helps you master word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents

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