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Exploring Microsoft Office 2007 Custom Edition for Auburn University by Robert T. Grauer (2008) Spiral-bound Spiral-bound - January 1, 2008 by Robert T. Grauer (Author)

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5.0 out of 5 stars Exploring Microsoft Office 2007. Reviewed in the United States on July 18, 2011. I really needed 2010 but this was a lot cheaper and is working just as well. In my class it is only used for reference - no direct homework projects from the book. Will be handy for future reference outside of the classroom.

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[Exploring Microsoft Office 2007, Volume 1 - Pearson](#)

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Windows will launch the Office Customization Tool once you enter the Setup command with the \admin switch. The tool will first ask if you want to create a new setup customization file for Microsoft Office 2007, or if you would like to open an existing Setup customization file. Next, choose the option to customize Microsoft Office 2007 and click OK.

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

For Introductory and Advanced courses in Microsoft Excel 2007 or courses in Computer Concepts with a lab component for Microsoft Excel 2007. The goal of the Exploring series is to move students beyond the "point and click" to help them understand why and when they would perform a skill in MS Office Excel.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

The goal of the Exploring series has been to move readers beyond the point and click, helping them understand the why and how behind each skill. Coverage of Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Windows Vista, and Capstone Exercises. MARKET: For business professionals seeking to enhance their knowledge of Microsoft Office.

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 For customers who purchase an eBook version of this title, instructions for downloading the CD files can be found in the eBook.

This book is written by a developer and architect with 9 years' experience building Information Worker solutions, including custom workflow engines and third-party workflow products. The author challenges readers to view the Office System and workflow in a new light, walking readers through the process of building a solid, useable workflow solution. Unlike quick references that scratch the surface of new technology, this book benefits the serious Information Worker developer - a growing group in IT - who is interested in learning the inner workings of workflow and Office 12.

Microsoft Office Project 2007 All-in-One Desk Reference For Dummies is a compilation of multiple short reference-style books covering Microsoft Project, enhanced by the format of a single, easy-to-use, task-oriented step-by-step package. All-in-One For Dummies books are made up of multiple minibooks that could each stand alone. Each minibook covers one topic completely. This book features a companion Web site where readers can download Microsoft Project add-ins, templates, and author-generated materials. The book also features a gate-fold cheat sheet that contains myriad quick-reference information, tips, and shortcuts for reference when using Microsoft Project 2007. The structure of the book is as follows: Book I: Project Basics Book II: Structure of a Project Book III: Defining Task Details Book IV: Establishing Task Timing Book V: Working with Resources and Costs Book VI: Communicating Project Information Book VII: Resolving Problems with Your Plan Book VIII: Tracking Book IX: Advanced Project Topics Book X: Project in the Enterprise Environment Book XI: Project Case Studies

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