

## **The Unofficial Guide to Microsoft Office 2007**

Paul McFedries



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- This 700+ page reference is a tremendous value and provides smart tips and cool insider secrets to help users make the most of Office 2007
- Includes complete information regarding updates and changes made to this new version of Office, including navigating the new UI, using collaboration tools, working with Command Tabs, and much more
- Reveals best practices used by the pros to increase productivity and maximize efficiency
- Handy checklists and charts get readers started in Office right away
- Real-world advice from an experienced Office consultant guides the not-so-expert user through Office's robust features

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