

Ms Office 2007 User Guide

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Summary Microsoft Office Excel 2007 delivers the Office Fluent interface that presents the relevant tools you need when you need them. New formatting tools, new charts, expanded row counts, and Page Layout View will enable you to create better and bigger spreadsheets faster. Page 36: Resources

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How to use Microsoft Excel 2007 Updated by Rachael Steller (Summer 2008) | Microsoft Office Excel is a powerful tool used to create and format spreadsheets. Spreadsheets allow information to be organized in rows and tables and analyzed with automatic mathematics. Spreadsheets are commonly be used to perform many different types of calculations.

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GLOSSARY OF MICROSOFT OFFICE 2007 TERMS . Interface: Overall look on the window of an application. Office 2007 has updated and dramatically changed its standard interface. You will not see traditional menus, toolbars, and most of the task panes of earlier versions. Office Button: the Main button at top left corner of the window allows you to open,

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Office 2007 include useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program.

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