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Microsoft Office 2007 boasts a new navigation tool — the command ribbon that runs through Word, PowerPoint, Excel, and Access. Use the tabs on the ribbon in each program to work with and

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Even though each of the Microsoft Office 2007 Suite applications does something different, they all have a few things in common. The Office 2007 program will go more smoothly and save you time if you learn some necessary commands and how to recover from a computer crash or a power failure. Essential Office 2007 Commands

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You can use the Mail Merge feature in Word 2007 to create labels. Word prints on labels just as it prints on any sheet of paper, with each cell the same size as the sticky labels. When the sheet is printed, you have a bunch of labels for your peeling-and-sticking pleasure. 1 Click the Mailings tab.

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How about Office 2007? Anything you need to know about using your PC can probably be found in PCs All-In-One Desk Reference for Dummies, 4 th

Edition. This handy guide is made up of eight convenient minibooks, so you can find what you need in a hurry.

Cutting, copying, and pasting data may be handy within the same file, but Office 2007 also gives you the ability to cut, copy, and paste data between different programs, such as copying a chart from Excel and pasting it into a PowerPoint presentation. Using the Office Clipboard *Amazon.com: Access 2007 For Dummies eBook: Fuller, Laurie ...*

Very helpful when pursuing employment recently. I had only known Microsoft 2001-2003, and was comfortable with it. Agency testing was using 2007 or 2010. I was clueless. Studied this manual and Visually Office 2010 and start acing tests. For example, I got a 90% out of !00% in Excel.

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Dan Gookin's most recent books are PCs For Dummies, 10th Edition, Laptops For Dummies, 2nd Edition, and some new titles he can't yet discuss under threat of death. He holds a degree in communications/visual arts from UCSD. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with the ...

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Dan Gookin's most recent books are PCs For Dummies, 10th Edition, Laptops For Dummies, 2nd Edition, and some new titles he can't yet discuss under threat of death. He holds a degree in communications/visual arts from UCSD. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with the ...

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