Office 2007 All-in-One Desk Reference For Dummies
Peter Weverka


DESCRIPTION

• Revised and updated to cover changes to all of Office’s applications and productivity tools

• Offers beyond-the-basics coverage of Office word processing, spreadsheets, presentations, e-mail, databases, and desktop publishing

• Covers Word, Excel, Access, PowerPoint, Outlook, Publisher, productivity tools such as Microsoft OneNote, and SharePoint

• Thoroughly updated to cover the new Office interface as well as new features in each application

ABOUT THE AUTHOR

Peter Weverka is the bestselling author of several For Dummies books, including PowerPoint 2007 All-in-One Desk Reference For Dummies and Microsoft Money For Dummies, as well as 30 other computer books about various topics. Peter’s humorous articles and stories — none related to computers, thankfully — have appeared in Harper’s, SPY, The Argonaut, and other magazines for grown-ups.

RELATED RESOURCES

Student  Instructor
For additional product details, please visit https://www.wiley.com/en-us