

图书基本信息

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作者：Online Training Solutions Inc.,Curtis D. Frye,Joan Preppernau,Joyce K. Cox,Steve Lambert

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内容概要

在线阅读本书

Quickly teach yourself how to use Microsoft Office Access 2007, Excel 2007, Outlook 2007, PowerPoint 2007, and Word 2007. With Step By Step, you set the pace building and practicing the skills you need, just when you need them! Take control of your day organize your e-mail, calendar, and meetings Learn the essentials for creating effective documents Build spreadsheets and perform calculations on your data Design database applications to help manage information Produce and deliver compelling slide show presentations Organize and format text to craft professional-quality documents Your all-in-one learning experience includes: Files for building skills and practicing the books lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook plus other resources on CD

作者简介

Curtis Frye is the author of numerous books on Excel and other Office products, most recently the "Excel 2007 Pocket Guide." He graduated from Syracuse in 1990 with a degree in political science, and then moved to Washington, DC, where he worked as a defense trade analyst for four years and as the director of sales and marketing for an ISP for one year. He moved to Portland, Oregon, in 1995 to launch his freelance writing career. When Curt's not writing, and often while he is writing, he is a keynote speaker, mentalist, and professional improvisational comedian. Joyce Cox has more than 30 years' experience in the development of training materials about technical subjects for non-technical audiences and is the author of dozens of books about Office and Windows technologies. Joyce is vice president of Online Training Solutions, Inc. (OTSI). Previously, she was president of and principal author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Katherine Murray has written more than 60 computer books, including Microsoft Office 2010 Plain & Simple, Microsoft Word 2010 Plain & Simple, and Microsoft Word 2010 Inside Out. She specializes in teaching people and businesses how to improve their productivity using Microsoft technologies, and she loves the freedom that comes along with the "work virtually anywhere" approach Office 365 offers.

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