

# 《Microsoft Office Word》

## 图书基本信息

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## 内容概要

### 在线阅读本书

You're beyond the basics with Word, so dive right in and really put your content to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2007 and challenge yourself to new levels of mastery! Master the tools to expertly organize, edit, and present your content. Craft polished documents by using Building Blocks, Themes, and Quick Style Sets. Add visual impact with SmartArt diagrams, charts, pictures, and drawings. Create tables of contents, cross-references, and indexes for your complex documents. Build online workspaces to manage and collaborate on documents. Produce Web sites or publish a blog directly from Word 2007. Discover the new Office Open XML format and learn smarter ways to reuse your content. Automate document creation by using Content Controls and Microsoft Visual Basic for Applications (VBA). CD includes: Fully searchable eBook. Resources for troubleshooting documents and optimizing performance. Links to product demos, training courses, and user communities. Resources for integrating Word 2007 with other Microsoft Office programs. References for finding Word 2003 commands in Word 2007. Windows Vista Product Guide. eReference and other eBooks.

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