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Microsoft Outlook 2007® Introductory guide for staff

This document provides an introduction to the basic features of the latest client Microsoft Outlook 2007® for staff PC users.

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Microsoft 2007 Guide

**Chris Grover, Matthew MacDonald, E. A.
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programs Learning how to perform these basic tasks right up front will put you on your way to producing professional looking documents effective spreadsheets compelling presentations and powerful databases using Microsoft Office 2007

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s documentation is as scant as ever so even if users can find advanced features they probably won't know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information

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