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The smart way to learn Office Word 2007one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting help to master the fundamentals of working with the latest version of Word, including how to navigate the new user interface. You will discover how to use features in Word to help create, edit, and proofread documents. Youll also learn how to modify the appearance of text, organize information with tables and columns, collaborate with others, and publish documents on the Webplus more. With Step by Step, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction!

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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.Joan Lambert has worked in the training and certification industry since 1997. As president of Online Training Solutions, Inc. (OTSI), Joan is responsible for guiding the translation of technical information and requirements into useful, relevant, and measurable training, learning, and certification deliverables. An MCTS, MOM, MCAS, and MCT, Joan is the author or coauthor of more than two dozen books about Windows and Microsoft Office (for Windows and for Mac).

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