

<<Microsoft Office Wor>>

图书基本信息

书名：<<Microsoft Office Word 2007 揭秘>>

13位ISBN编号：9780735623309

10位ISBN编号：0735623309

出版时间：2007-6

出版时间：Microsoft Pr

作者：Murray, Katherine/ Millhollon, Mary/ Melton, Beth

页数：868

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<Microsoft Office Wor>>

内容概要

Learn everything you need to know for working with Microsoft Office Word 2007. This book packs hundreds of time-saving solutions, troubleshooting tips, and workarounds for using Office Word 2007. Whether you are upgrading from Microsoft Office 97 or 2003, you'll get the help you need take your Office Word 2007 experience to the next level. This information-packed complete reference shows you how to get the most out of Office Word 2007. You will learn how to create custom forms and publish Web pages; make use of research and reference tools; format documents using templates, wizards, add-ins, and XML; and collaborate with others by using shared workspaces. You'll even learn how to automate tasks in Office Word 2007 with macros and Microsoft Visual Basic.

书籍目录

Part 1: Word 2007: Starting Your Document with Latest and Greatest Chapter 1 Room to Create with Office Word 2007 Chapter 2 Document Creation with Word 2007 Chapter 3 Mastering Page Setup and Pagination Chapter 4 Formatting Documents Using Templates Chapter 5 Applying Themes for a Professional LookPart 2: Working with Content: From Research to Review Chapter 6 Mastering Document Fundamentals Chapter 7 Honing Document Navigation Skills Chapter 8 Working with Building Blocks and Other Text Tools Chapter 9 Refining with Research Services and Reference Tools Chapter 10 Outlining Documents for Clarity and StructurePart 3: Visual Elements: Tables, Charts, Diagrams, Pictures Chapter 11 Organizing Concepts in Tables Chapter 12 Showcasing Data with SmartArt and Charts Chapter 13 Adding Visual Impact with Pictures Drawings, and WordArtPart 4: Professional Polish: Lists, Styles, Backgrounds, and Borders Chapter 14 Aligning Information and Formatting Paragraphs and Lists Chapter 15 Using Styles to Increase Your Formatting Power Chapter 16 Formatting Layouts Using Backgrounds, Watermarks, and Text Boxes Chapter 17 Commanding Attention with Borders and ShadingPart 5: Collaborative Projects: Shared Documents, Revisions, Security Chapter 18 Sharing Documents and Collaborating Online Chapter 19 Revising Documents Using Markup Tools Chapter 20 Addressing Document Protection and Security IssuesPart 6: Complex Documents: Sections, Master Documents, and ReferencesPart 7: Publishing: Word to the World

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>