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图书基本信息

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## 内容概要

The smart way to learn Microsoft Office Accounting Professional 2007 one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of communicating your message effectively with the latest version of Office Accounting Professional. Updated from Microsoft Office Small Business Accounting 2006 Step by Step, you will discover the latest features in the accounting solution aimed at small business owners. You will learn how to manage your business financials, get a complete view of your business, and help your business flourish no accounting experience required. You will even learn how to sell products online and get paid faster. Plus, discover how to integrate your work with other Microsoft Office programs, including Microsoft Office Excel<sup>®</sup>; 2007 and Microsoft Office Word 2007. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them!

This guide also includes coverage of Office Accounting Express 2007. Includes an easy-search companion CD with hands-on practice files, a complete eBook, and more! 作者简介 : Curtis Frye is a freelance writer and Microsoft Most Valuable Professional for Microsoft Office Excel<sup>®</sup>; . He lives in Portland, Oregon, and is the author of eight books from Microsoft Press, including Excel 2007 Step by Step, Microsoft Office Access<sup>®</sup>; 2007 Plain & Simple, Microsoft Office Excel 2007 Plain & Simple, and Microsoft Office Accounting 2006 Step by Step. He has also written numerous articles for the Microsoft Work Essentials Web site.

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