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Titolo	Microsoft Word 2007 bible [[electronic resource] /] / Herb Tyson
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ISBN	1-280-90001-6 9786610900015 0-470-13913-7
Edizione	[1st edition]
Descrizione fisica	1 online resource (959 p.)
Collana	Bible
Disciplina	005.52
Soggetti	Word processing
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	pt. 1. My Word, and welcome to it -- Brave new Word -- Quick start -- Were in the Word is -- Making Word work for you -- The X files: understanding and using Word's new file format -- Make it stop? Cures and treatments for Word's top annoyances -- pt. 2. Word on the street -- Formatting 101: font/character formatting -- Paragraph formatting -- In style -- The clipboard -- Find, replace, and go to -- pt. 3. Writing tools -- Language tools -- Building blocks and quick parts -- AutoCorrect -- AutoFormat -- Smart tags (what are those purple dots?) -- pt. 4. More than mere words -- Tables -- Pictures and SmartArt -- Headers and footers -- Symbols and equations -- Field guide -- WordArt -- Charts -- Inserting objects and files -- pt. 5. Document design -- Page setup and sections -- Text boxes and other shapes -- Columns -- On background -- Publishing as PDF and XPS -- Publishing as HTML, XML, and blogging -- Templates and themes -- pt. 6. With all due reference -- Bookmarks -- Tables of contents -- Master documents -- Footnotes and endnotes -- Citations and bibliography -- Captions and tables of captioned items -- Indexing -- Tables of authorities -- Hyperlinks and cross-references -- pt. 7. Getting out the word -- Data sources -- Envelopes and labels -- Data documents and mail merge -- Forms -- pt. 8. Power and customization -- Keyboard customization -- The quick access toolbar -- Options and settings -- Macros: recording, editing, and using -- pt. 9. Collaboration: getting

along with others -- Security, tracking, and comments -- Comparing and combining collaborative documents -- SharePoint -- Groove -- Integration with other office applications -- Appendix A: Guide to Word 2003 menu commands in Word 2007 -- Appendix B: Word 2007 default key assignments.

Sommario/riassunto	Microsoft's Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed. No matter what level user you are, Microsoft Word MVP Herb Tyson's expert guidance puts you in charge, helping you choose the best way to get your work done, and to get the most out of Word 2007. You'll discover new ways to command legacy features, completely new features to accomplish old tasks, and brand new native capabilities.