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Teach Yourself Visually Microsoft Office

Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the ...

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When i taught college, this Teach Yourself Visually series was the best source out there. I needed to relearn Office 2007 so of course i looked for thses books. They do not bore you with techno-jargon suitable only for computer geeks. They walk you through, step-by-step in what you want to accomplish.

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Recent titles include Windows 7 Digital Classroom, Teach Yourself VISUALLY Outlook 2007, Office 2007: Top 100 Simplified Tips & Tricks, Internet Visual Quick Tips, and Windows Vista Visual Encyclopedia. She has also co-written a feature-length screenplay (and starred in the ensuing film) and worked as the sports editor for NUVO Newsweekly. When ...

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About the Author During the course of her career, freelance writer/editor Kate Shoup has authored 20 books and edited scores more. Recent titles include Windows 7 Digital Classroom, Teach Yourself VISUALLY Outlook 2007, Office 2007: Top 100 Simplified Tips & Tricks, Internet Visual Quick Tips, and Windows Vista Visual Encyclopedia.

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