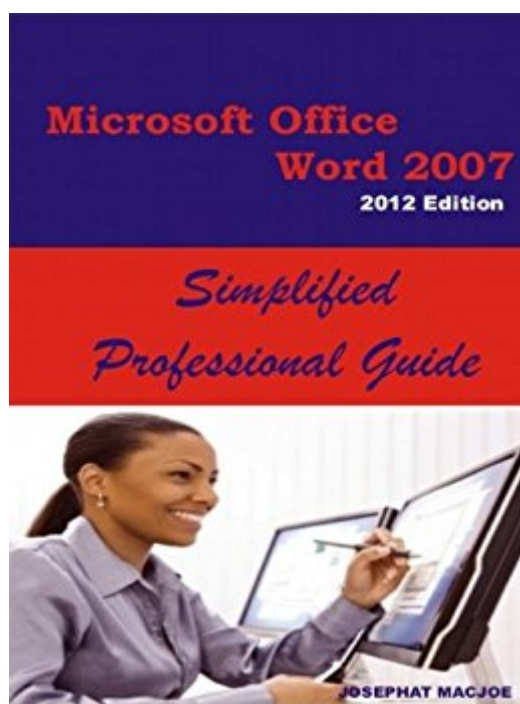


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# MICROSOFT OFFICE WORD 2007



## Synopsis

This book Microsoft Office Word 2007, has been revised and tried by our technical and editing team. This book will help you build solid skills to create the documents you need right now, and expert-level guidance for leveraging Word's most advanced features whenever you need them. If you buy only one book on Word 2007, 2012 Edition Using Microsoft Office Word 2007 is the book you need. Come up to speed quickly with the new Word 2007 Ribbon interface Streamline document formatting with styles, templates, and themes Collaborate with others using comments and tracked changes Mail merges, master documents, and other advanced features Manage large documents with indexes, TOCs, and automatically numbered references Watermarks in various versions Page Breaks Format Page Numbers Creating Table Of Contents From Built-In Heading Styles Security And Passwords

## Book Information

File Size: 763 KB

Print Length: 79 pages

Publication Date: October 4, 2012

Sold by: Digital Services LLC

Language: English

ASIN: B009M6XLMM

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #413,628 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #142

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