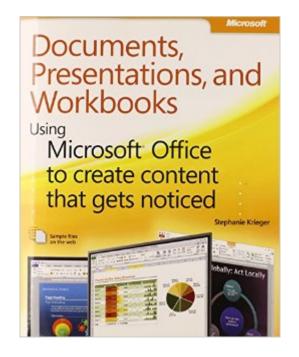
The book was found

Documents, Presentations, And Workbooks: Using Microsoft Office To Create Content That Gets Noticed- Creating Powerful Content With Microsoft Office





Synopsis

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint®, and Excel® in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that deliversâ "in print or on screen.Work smarterâ "and create content with impact!Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic® for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes:All the bookâ ™s sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio® samplesâ "Visio 2010 is required for viewing

Book Information

Paperback: 864 pages Publisher: Microsoft Press; 1 edition (May 11, 2011) Language: English ISBN-10: 073565199X ISBN-13: 978-0735651999 Product Dimensions: 7.4 x 2.2 x 9 inches Shipping Weight: 3 pounds (View shipping rates and policies) Average Customer Review: 4.8 out of 5 stars Â See all reviews (10 customer reviews) Best Sellers Rank: #1,194,770 in Books (See Top 100 in Books) #144 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #193 in Books > Computers & Technology > Business Technology > Software > Presentation Software #265 in Books > Computers & Technology > Hardware & DIY > Personal Computers > Macs

Customer Reviews

I've been stuck in the Office 2003 age for some time. Why, you ask? It's just that I get frustrated trying to find the features that I'm accustomed to using when attempting to work in the "new and improved" Office 2007 or 2010 system. The interface has been re-arranged, creating access roadblocks. I know that everything is hidden away somewhere, but I saw reviewing this rather

hefty volume as a nice way to finally bring myself up to date in the Microsoft Office Universe. This book covers Word, PowerPoint, Excel, and Templates, as well as Automation and Customization of these applications in Office 2010 for the PC and Office 2011 for the Mac. Weighing in at 834 pages, including a rather extensive index, Stephanie Krieger covers a lot of material. The book begins with the traditional Introduction, including where to find introductory material (this book is not an introductory text), what to expect from between the covers, where to find the companion content and bonus content online, how to get support if needed, and quite a list of acknowledgments. Most of my MS Office work is done in Word. So, I jumped right in at page 139, "Building Easy-to-Manage, Robust Documents", to begin a 220 page adventure with Part II Word as my guide.Part II begins with Chapter 6 and explains the structure of a Word document and how to "stay in control". First is an introduction to the three levels of Word formatting. Font formatting, such as font face or font size, is stored directly in the character to which it is applied. Paragraph formatting, such as aligns or indents, is stored in the paragraph mark at the end of the paragraph. Section formatting, such as most of the page setup options and header/footer information, is stored in the section break.

Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Formatting Legal Documents With Microsoft Office Word 2007: Tips and Tricks for Working With Pleadings, Contracts, and Other Complex Documents VSTO: Using C# to Create PowerPoint Presentations Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Creating HTML 5 Websites and Cloud Business Apps Using LightSwitch In Visual Studio 2013-2015: Create standalone web applications and Office 365 / SharePoint 2013 applications Prezi for Managers: use the best of both Prezi and Powerpoint to create stunning corporate presentations Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Fifth Grade Basic Math Success (Sylvan Workbooks) (Sylvan Math Workbooks) Fourth Grade Basic Math Success (Sylvan Workbooks) (Sylvan Math Workbooks) Second Grade Basic Math Success (Sylvan Workbooks) (Sylvan Math Workbooks) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) FrameMaker - Creating and Publishing Content: LEARN TO USE, MANAGE, AND PUBLISH CONTENT WITH ADOBE FRAMEMAKER Creating Fat Content: Boost Website Traffic with Visitor-Grabbing, Google-Loving Web Content Microsoft Office 2016: A Beginner's Guide to Microsoft Office New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition

(Microsoft Office 2013 Enhanced Editions) It Gets Better: Coming Out, Overcoming Bullying, and Creating a Life Worth Living 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Charter of the United Nations:Together with Scholarly Commentaries and Essential Historical Documents (Basic Documents in World Politics) Basic Legal Drafting: Litigation Documents, Contracts, Legislative Documents Building Complex Documents: Using Microsoft Word 2007, 2010 & 2013

<u>Dmca</u>