



## Microsoft Office 2007 Illustrated Introductory, Windows XP Edition

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Course Technology, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Essential Computer Concepts: Understanding Essential Computer Concepts Windows XP Unit A: Getting Started with Windows XP Windows XP Unit B: Understanding File Management Internet Explorer 7: Getting Started with Internet Explorer 7 Common Features: Getting Started with Office 2007 Word 2007 Unit A: Creating Documents Word 2007 Unit B: Editing Documents Word 2007 Unit C: Formatting Text and Paragraphs Word 2007 Unit D: Formatting Documents Excel 2007 Unit A: Getting Started with Excel 2007 Excel 2007 Unit B: Working with Formulas and Functions Excel 2007 Unit C: Formatting a Worksheet Excel 2007 Unit D: Working with Charts Integration Unit A: Integrating Word and Excel Access 2007 Unit A: Building and Using Access Tables Access 2007 Unit B: Building and Using Queries Access 2007 Unit C: Creating and Using Forms Access 2007 Unit D: Creating and Using Reports Integration Unit B: Integrating Word, Excel and Access PowerPoint 2007 Unit A: Creating a Presentation in PowerPoint 2007 PowerPoint 2007 Unit B: Modifying a Presentation PowerPoint 2007 Unit C: Customizing a Presentation PowerPoint 2007 Unit D: Finishing a Presentation Integration Unit C: Integrating Word, Excel, Access...



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