

Microsoft® **Office 2007**

Introductory Concepts and Techniques
Windows Vista Edition

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Ms Office Intro Concepts And Techniques

**Gary B. Shelly, Thomas J.
Cashman, Misty Vermaat**



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and no mathematics beyond the high school freshman level is required The objectives of this book are as follows to teach the fundamentals of Microsoft Windows 3 1 Microsoft Office Manager Microsoft Word 6 Microsoft Excel 5 Microsoft Access 2 Microsoft PowerPoint 4 and object linking and embedding OLE to acquaint the student with the proper way to solve personal computer application type problems to use practical problems to illustrate personal computer applications to take advantage of the many new capabilities of word processing spreadsheet creation database development and presentation graphics in a Windows environment to develop integrated solutions to problems through the use of OLE This textbook covers all essential aspects of Microsoft Windows Microsoft Office Manager the four application tools and OLE Pref **Discovering**

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