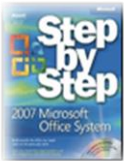


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## Online Books



### The 2007 Microsoft Office System Step by Step

by Joyce Cox et al.

Microsoft Press © 2007 (752 pages) Archive

ISBN: 9780735622784



### Microsoft Office Excel 2007 Inside Out

by Mark Dodge and Craig Stinson

Microsoft Press © 2007 (1088 pages)

ISBN: 9780735623217

## E-Learning Courses

### Office New Features

#### Microsoft Office 2007: New Features

- New Features for End Users in Microsoft Office 2007
- Microsoft Office Excel, PowerPoint, and Outlook 2007
- Microsoft Access 2007 and Microsoft Publisher 2007
- Sharing and Collaboration in Microsoft Office Enterprise 2007

### Word

#### Microsoft Office 2007: Beginning Word

- Getting Started with Word 2007
- Working with Text and Paragraphs in Word 2007
- Structuring, Editing, Saving, and Opening Documents in Word 2007
- Printing, Help, and Automated Formatting in Word 2007
- Working with Documents in Word 2007

#### Microsoft Office 2007: Advanced Word

- Advanced Formatting in Word 2007
- Advanced Document Navigation and Document Reviews in Word 2007
- Using Tables, Charts, and Graphics in Word 2007

#### Microsoft Office 2007: Word for the Power User

- Advanced Data Manipulation Features in Word 2007
- Advanced Document Features in Word 2007
- Collaborative Features in Word 2007

### PowerPoint

#### Microsoft Office 2007: Beginning PowerPoint

- Getting Started with PowerPoint 2007
- Adding Graphics to Presentations in PowerPoint 2007
- Adding Multimedia and Animations to Presentations

#### Microsoft Office 2007: Advanced PowerPoint

- Creating Custom Slide Shows in PowerPoint 2007
- Distributing Presentations in PowerPoint 2007

### Excel

#### Microsoft Office 2007: Beginning Excel

- Getting Started with Excel 2007
- Manipulating and Formatting Data and Worksheets
- Reviewing and Printing in Excel 2007
- Excel 2007 Formulas and Functions
- Excel 2007 Charts, Pictures, Themes, and Styles

#### Microsoft Office 2007: Advanced Excel

- Advanced Formatting in Excel 2007
- Advanced Data Management in Excel 2007
- Advanced Customization in Excel 2007

#### Microsoft Office 2007: Excel for the Power User

- Analyzing Data in Excel 2007
- Protecting and Sharing Excel 2007 Workbooks
- Exchanging Data with Excel 2007

### Outlook

#### Microsoft Office 2007: Beginning Outlook

- Getting Started with Outlook 2007
- Formatting and Managing E-mail in Outlook 2007
- Using the Calendar in Outlook 2007
- Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007
- Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007

#### Microsoft Office 2007: Advanced Outlook

- Customizing Outlook 2007 and Using the Journal
- Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007
- Working with SharePoint, Calendars, and Forms in Outlook 2007

#### Microsoft Office 2007: Outlook for the Power User

- Data Security, Archiving, and Working Offline in Outlook 2007
- Instant, Text, and Unified Messaging in Outlook 2007
- Business Contact Manager with Outlook 2007

Plus Access, Visio, Project, SharePoint, Publisher and more!