Preface

In previous releases of Microsoft Office applications, you have been using a system of menus, toolbars, task panes, and dialog boxes to get your work done. This system worked well when the applications had a limited number of commands. Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find. For this reason, the overriding design goal for the new user interface is to make it easier for users to find and use the full Range of features these applications provide.

This book provides users and professionals with absolutely new look interface and its description in the simplest manner with well laid-down actual software pictures.

Microsoft provides more than ten application softwares in Office 2007, but out of these, only six elements are mostly used. These are : Word, Excel, Access, Powerpoint, Outlook and Office SharePoint Designer 2007. In this book, working of these six applications have been described in details. For convenient usage of the book by users, this volume has been divided into six parts namely :

➢ Part - I : MS Word 2007
➢ Part - II : MS Excel 2007
➢ Part - III : MS Powerpoint 2007
➢ Part - IV : MS Access 2007
➢ Part - V : MS Outlook 2007
➢ Part - VI : MS Office SharePoint Designer 2007

From these six application softwares, readers can learn Word Processing, Creating of Worksheet and Calculations, Creating Presentations and Database Management, Creating Web Pages beside Using Internet and E-mail. As has been mentioned earlier that this 2007 version of MS Office is absolutely different from all its previous versions, therefore, those users who wish to master the working of this latest version will find this book to be of immense use to them.

- Authors

Contents

PART-II
(MS Excel 2007)

PART-III
(MS Powerpoint 2007)

PART-IV
(MS Access 2007)

PART-V
(MS Outlook 2007)

PART-VI
(MS Office SharePoint Designer 2007)