

<<2007 Microsoft Office>>

图书基本信息

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### 内容概要

**Product Description** You're upgrading to the 2007 Microsoft Office system congratulations! Now learn the tips and tricks to make Microsoft Office work for you. With this fun, easy-to-read guide, you get step by step instructions for tackling common productivity problems. **From the Publisher** **Key Book Benefits:**

-Features practical advice to make learning easy and fun -Offers new ways to tackle common productivity issues, including the overflowing inbox, out-of-control calendars, inefficient document management, and more -Delivers content based on the authors' popular training class - Companion CD includes webcasts from the authors on the companion CD.

**作者简介** Evan Archilla is a popular instructor for Microsoft Office "Tips and Tricks" training. Prior to starting his own consulting company, Evan worked for Microsoft Corporation where he was a driving force behind the Windows XP Expert Zone, Microsoft's first online community.

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