



GO! with Microsoft Office 2007 Introductory (3rd Edition)

Shelley Gaskin, Robert Ferrett, Alicia Vargas, Carolyn McLellan

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The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defining projects for readers in a way that's easy to understand.

Creating Documents with Microsoft Word 2007; Formatting and Organizing Text; Using Graphics and Tables; Special Document Formats, Columns, and Mail Merge; Creating a Worksheet and Charting Data; Managing Workbooks and Analyzing Data; Using Functions and Tables; Getting Started with Access Databases and Tables; Sort and Query a Database; Forms, Filters, and Reports; Getting Started with Microsoft PowerPoint 2007; Designing a PowerPoint Presentation; Enhancing a Presentation with Animation, Tables, and Charts; Using Access Data with Other Office Programs; Using Tables in Word and Excel; Using Excel as a Data Source in a Mail Merge; Linking Data in Office Documents; Creating Presentation Content from Office Documents

MARKET: For professionals seeking to learn and understand Microsoft Office 2007.



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