



Microsoft Office 2007 (India Edition)

By Gary B. Shelly

Course Technology/Cengage Learning India, 2010. Softcover. Book Condition: New. First edition. Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2007, we`re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today`s students. In Microsoft Office 2007 you`ll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2007 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Contents: PART 1 Microsoft Windows Vista 1. Introduction to Windows Vista * PART 2 Microsoft Office Word 2007 2. Creating and Editing a Word Document * PART 3 Microsoft Office Excel 2007 3. Creating a Worksheet and an Embedded Chart * PART 4 Microsoft Office Access 2007 4. Creating and Using a Database * PART 5 Microsoft...



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