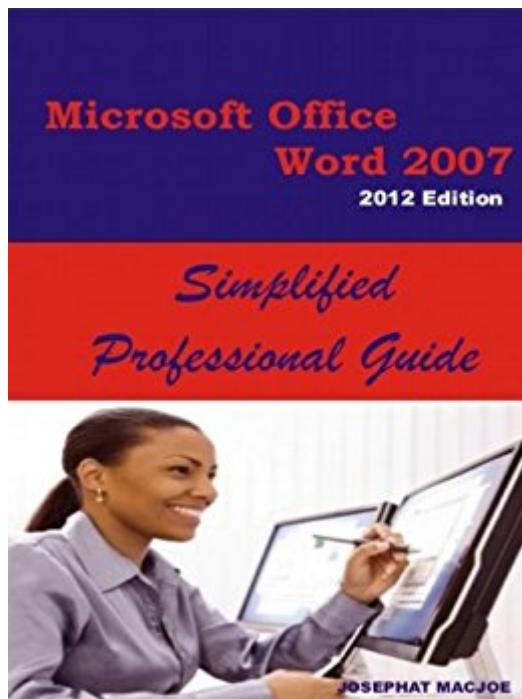


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MICROSOFT OFFICE WORD 2007



Synopsis

This book Microsoft Office Word 2007, has been revised and tried by our technical and editing team. This book will help you build solid skills to create the documents you need right now, and expert-level guidance for leveraging Wordâ™s most advanced features whenever you need them. If you buy only one book on Word 2007, 2012 Edition Using Microsoft Office Word 2007 is the book you need. Come up to speed quickly with the new Word 2007 Ribbon interfaceStreamline document formatting with styles, templates, and themesCollaborate with others using comments and tracked changesMail merges, master documents, and other advanced featuresManage large documents with indexes, TOCs, and automatically numbered referencesWatermarks in various versionsPage BreaksFormat Page NumbersCreating Table Of Contents From Built-In Heading StylesSecurity And Passwords

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