# Word 2007 for Starters: The Missing Manual

*By Chris Grover*

**Word 2007 for Starters: The Missing Manual** By Chris Grover

Fast-paced and easy to read, this concise book teaches you the basics of Word 2007 so you can start using the program right away. Not only will you learn how to work with Word's most useful features to create documents, format and edit text, share the results and more, you'll also discover how to go beyond basic documents to handle graphics, create page layouts, and use forms and tables.

The new Word is radically different from previous versions, but with this convenient book, you can breeze through the new user interface and its timesaving features in no time with:

- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Larger type
- Plenty of friendly advice

Word is used primarily for word processing, but there's more to this powerful program than meets the eye. It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software. Many of these features are hidden among Word's cluttered menus, and even the pros can't find them all. For Word 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate.

Unfortunately, Microsoft's documentation is as poor as ever, so even if you find the features you need, you still may not know what to do with them. *Word 2007 for Starters: The Missing Manual* helps you master Word's redesigned user interface and gives you exactly what you need to create unique, attractive and

effective documents.

# Word 2007 for Starters: The Missing Manual

*By Chris Grover*

**Word 2007 for Starters: The Missing Manual** By Chris Grover

Fast-paced and easy to read, this concise book teaches you the basics of Word 2007 so you can start using the program right away. Not only will you learn how to work with Word's most useful features to create documents, format and edit text, share the results and more, you'll also discover how to go beyond basic documents to handle graphics, create page layouts, and use forms and tables.

The new Word is radically different from previous versions, but with this convenient book, you can breeze through the new user interface and its timesaving features in no time with:

- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Larger type
- Plenty of friendly advice

Word is used primarily for word processing, but there's more to this powerful program than meets the eye. It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software. Many of these features are hidden among Word's cluttered menus, and even the pros can't find them all. For Word 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate.

Unfortunately, Microsoft's documentation is as poor as ever, so even if you find the features you need, you still may not know what to do with them. *Word 2007 for Starters: The Missing Manual* helps you master Word's redesigned user interface and gives you exactly what you need to create unique, attractive and effective documents.

**Word 2007 for Starters: The Missing Manual By Chris Grover Bibliography**

- Rank: #1013908 in Books
- Published on: 2007-02-04
- Original language: English
- Number of items: 1

- Dimensions: 9.19" h x .85" w x 7.00" l, 1.24 pounds
- Binding: Paperback
- 344 pages

**Download and Read Free Online Word 2007 for Starters: The Missing Manual By Chris Grover**

## Editorial Review

About the Author

Christopher Grover received degrees in Creative Writing and Film from Emerson College in Boston, Massachusetts. He's worked as a technical writer, advertising copywriter and product publicist for more than 25 years. His freelance articles have been published in a variety of magazines from Fine Homebuilding to CD-ROM World. Chris's latest project is launching Bolinas Road Creative, an agency that helps small businesses promote their products and services. He is also the author of Word 2007: The Missing Manual, and co-author of Digital Photography: The Missing Manual.

## Users Review

**From reader reviews:**

**Paul Howard:**

Information is provisions for anyone to get better life, information currently can get by anyone at everywhere. The information can be a understanding or any news even a huge concern. What people must be consider when those information which is inside the former life are hard to be find than now's taking seriously which one works to believe or which one typically the resource are convinced. If you have the unstable resource then you understand it as your main information you will have huge disadvantage for you. All those possibilities will not happen with you if you take Word 2007 for Starters: The Missing Manual as your daily resource information.

**Gail Rodriguez:**

Within this era which is the greater man or who has ability to do something more are more treasured than other. Do you want to become among it? It is just simple approach to have that. What you must do is just spending your time not very much but quite enough to enjoy a look at some books. One of the books in the top list in your reading list is Word 2007 for Starters: The Missing Manual. This book that is qualified as The Hungry Inclines can get you closer in becoming precious person. By looking upward and review this book you can get many advantages.

**Barbara Guevara:**

You may get this Word 2007 for Starters: The Missing Manual by go to the bookstore or Mall. Simply viewing or reviewing it may to be your solve problem if you get difficulties to your knowledge. Kinds of this guide are various. Not only simply by written or printed but also can you enjoy this book by simply e-book. In the modern era just like now, you just looking from your mobile phone and searching what your problem. Right now, choose your personal ways to get more information about your publication. It is most important to arrange yourself to make your knowledge are still upgrade. Let's try to choose right ways for you.

**Jason Nimmons:**

A lot of reserve has printed but it differs from the others. You can get it by world wide web on social media. You can choose the most beneficial book for you, science, comedy, novel, or whatever by searching from it. It is identified as of book Word 2007 for Starters: The Missing Manual. You can add your knowledge by it. Without leaving the printed book, it might add your knowledge and make a person happier to read. It is most crucial that, you must aware about e-book. It can bring you from one place to other place.

# Download and Read Online Word 2007 for Starters: The Missing Manual By Chris Grover #BRYJKGHZ3N2

# Read Word 2007 for Starters: The Missing Manual By Chris Grover for online ebook

Word 2007 for Starters: The Missing Manual By Chris Grover Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Word 2007 for Starters: The Missing Manual By Chris Grover books to read online.

## Online Word 2007 for Starters: The Missing Manual By Chris Grover ebook PDF download

### Word 2007 for Starters: The Missing Manual By Chris Grover Doc

### Word 2007 for Starters: The Missing Manual By Chris Grover Mobipocket

### Word 2007 for Starters: The Missing Manual By Chris Grover EPub