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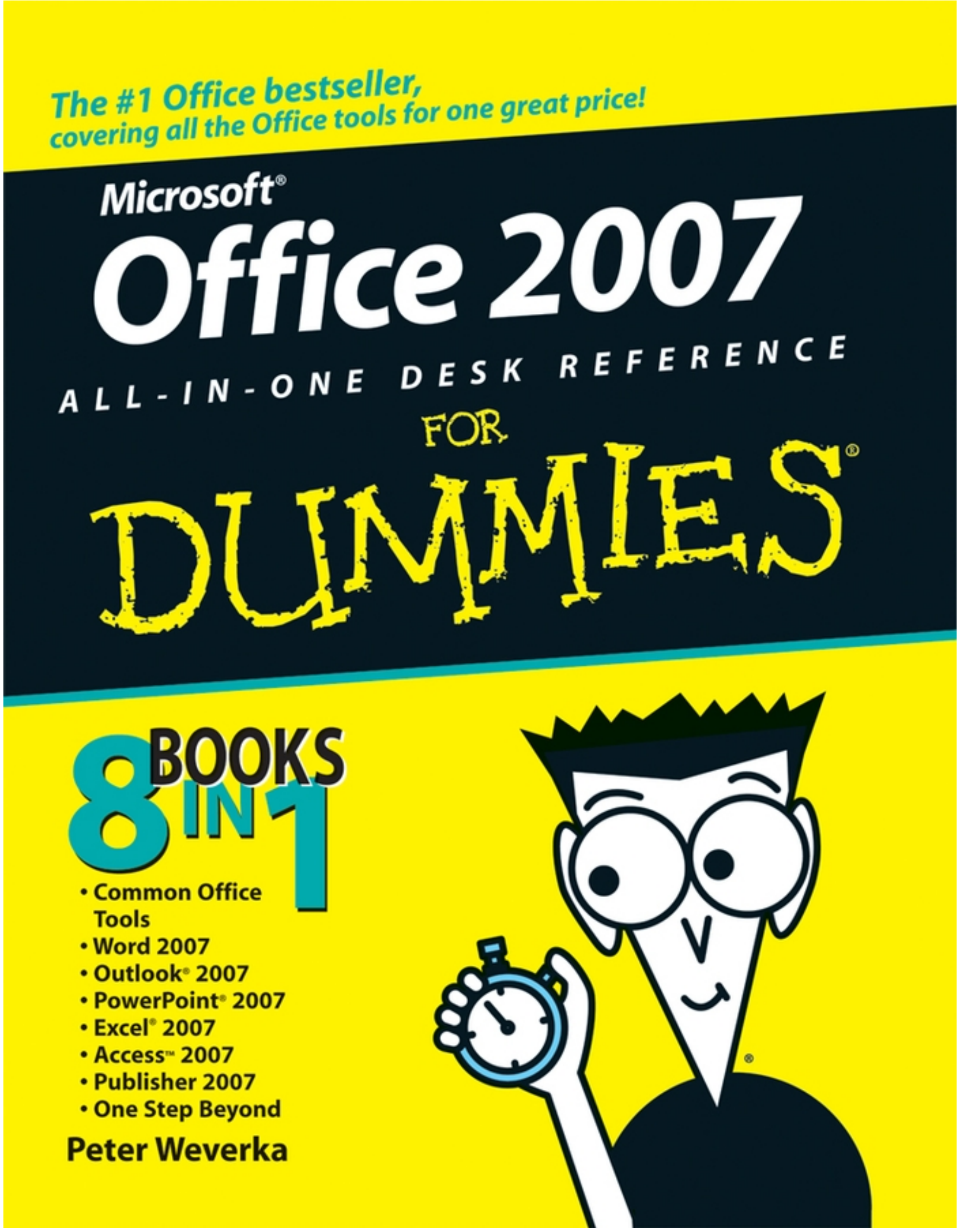
Microsoft® Office 2007 ALL-IN-ONE DESK REFERENCE FOR DUMMIES®

8 BOOKS IN 1

- Common Office Tools
- Word 2007
- Outlook® 2007
- PowerPoint® 2007
- Excel® 2007
- Access™ 2007
- Publisher 2007
- One Step Beyond

Peter Weverka



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Peter Weverka is the bestselling author of several *For Dummies* books, including *PowerPoint 2007 All-in-One Desk Reference For Dummies* and *Microsoft Money For Dummies,* as well as 30 other computer books about various topics. Peter's humorous articles and stories — none related to computers, thankfully — have appeared in *Harper's, SPY, The Argonaut,* and other magazines for grown-ups.

Dedication

For Aiko Sofia and Henry Gabriel.

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Finally, I owe my family — Sofia, Henry, and Addie — a debt for tolerating my vampire-like working hours and eerie demeanor at the breakfast table. How will I ever repay you?

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We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

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Introduction

This book is for users of Office 2007 who want to get to the heart of the program without wasting time. Don’t look in this book to find out how the different programs in the Office suite work. Look in this book to find out how *you* can get *your* work done better and faster with these programs.

I show you everything you need to make the most of the different Office programs. On the way, you have a laugh or two. No matter how much or how little skill you bring to the table, the guidance of this book will make you a better, more proficient, more confident user of the Office programs.

What’s in This Book, Anyway?

Office 2007 is radically different from its predecessors — you can tell as soon as you open your first Office 2007 program. Office has been given a facelift. The menus and toolbars that used to appear along the top of the program windows are gone and have been replaced by command tabs and a Ribbon. Instead of opening menus, you click buttons or make gallery choices. Behind the scenes, the makers of Office have made many features — charts, diagrams, shapes, and others — available to all or most of the programs. The Office suite offers more commands and features than ever before. It gives you many, many opportunities to exercise your creativity and computer prowess.

This book is your guide to making the most of the Office programs. It’s jampacked with how-to’s, advice, shortcuts, and tips. Here’s a bare outline of the eight parts of this book:

- **Book I: Common Office Tools:** Looks into the many commands and features that are common to all or several of the Office programs. Master the material in Book I and you’re well on your way to mastering all the programs. Book I explains handling text, the proofing tools, charts, diagrams, and tables. It explores speed techniques that can make you more productive in most of the Office programs, as well as how to draw and manipulate lines, shapes, clip-art, and other so-called objects.
- **Book II: Word 2007:** Explains the numerous features in Office’s word processor, including how to create documents from letters to reports. Use the techniques described here to turn Word into a desktop-publishing program and quickly dispatch office tasks such as mass-mailings. You also discover how to get Word’s help in writing indexes, bibliographies, and other items of interest to scholars.
- **Book III: Outlook 2007:** Shows you how to send and receive e-mail messages and files, as well as track tasks, maintain an address book, and keep a calendar with Outlook. If you’re one of those people who receive numerous e-mail messages each day,