

Teach Yourself

VISUALLY™

Word 2007



by Elaine J. Marmel



Wiley Publishing, Inc.

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Elaine Marmel is president of Marmel Enterprises, LLC, an organization that specializes in freelance technical writing and software training. Elaine has an MBA from Cornell University and has worked on projects to build financial management systems in New York City and Washington, D.C. Elaine spends most of her time writing; since 1994, she has been a contributing editor to monthly magazines *Peachtree Extra* and *QuickBooks Extra*. She co-wrote *Peachtree For Dummies, 2nd Edition* (Wiley, 2004), and wrote *Microsoft Office Project 2003 Bible* (Wiley, 2003), *Master VISUALLY Project 2003* (Wiley, 2004), and *Master VISUALLY QuickBooks 2005* (Wiley, 2005), and she has authored and coauthored more than 30 other books.

Although a native of Chicago, Elaine has seen much of the world, including Cincinnati, Ohio; Jerusalem, Israel; Ithaca, New York; Washington, D.C., and Tampa, FL. As of this writing, she has settled into a perfect house in Arizona, and lives with her purrfect cats, Cato, Watson, and Buddy (who seems to be made of velcro, sticking to Elaine when she starts to write), and her doting and loving dog, Josh (who watches the door for visitors and may lick you to death while performing the job of general welcoming committee).

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Dedication

To Gayle Kearney, a true friend

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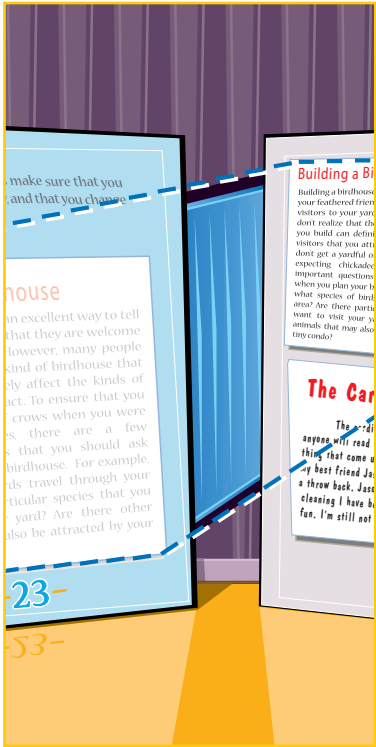


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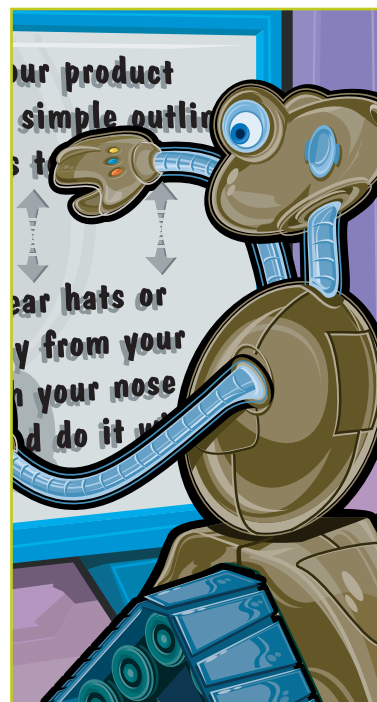


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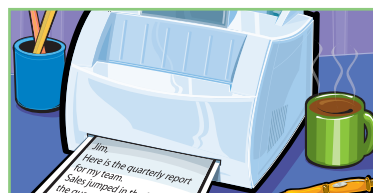
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