Teach Yourself VISUALLY™

Word 2007

Visual

by Elaine J. Marmel

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Trademark Acknowledgments

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Praise for Visual Books

"Like a lot of other people, I understand things best when I see them visually. Your books really make learning easy and life more fun."

John T. Frey (Cadillac, MI)

"I have quite a few of your Visual books and have been very pleased with all of them. I love the way the lessons are presented!"

Mary Jane Newman (Yorba Linda, CA)

"I just purchased my third Visual book (my first two are dog-eared now!), and, once again, your product has surpassed my expectations."

Tracey Moore (Memphis, TN)

"I am an avid fan of your Visual books. If I need to learn anything, I just buy one of your books and learn the topic in no time. Wonders! I have even trained my friends to give me Visual books as gifts."

Illona Bergstrom (Aventura, FL)

"Thank you for making it so clear. I appreciate it. I will buy many more Visual books."

J.P. Sangdong (North York, Ontario, Canada)

"I have several books from the Visual series and have always found them to be valuable resources."

Stephen P. Miller (Ballston Spa, NY)

"Thank you for the wonderful books you produce. It wasn't until I was an adult that I discovered how I learn – visually. Nothing compares to Visual books. I love the simple layout. I can just grab a book and use it at my computer, lesson by lesson. And I understand the material! You really know the way I think and learn. Thanks so much!"

Stacey Han (Avondale, AZ)

"I absolutely admire your company's work. Your books are terrific. The format is perfect, especially for visual learners like me. Keep them coming!"

Frederick A. Taylor, Jr. (New Port Richey, FL)

"I have several of your Visual books and they are the best I have ever used."

Stanley Clark (Crawfordville, FL)

"I bought my first Teach Yourself VISUALLY book last month. Wow. Now I want to learn everything in this easy format!"

Tom Vial (New York, NY)

"Thank you, thank you, thank you...for making it so easy for me to break into this high-tech world. I now own four of your books. I recommend them to anyone who is a beginner like myself."

Gay O'Donnell (Calgary, Alberta, Canada)

"I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. Keep up the good work! I bought several of your books and they are just right! No regrets! I will always buy your books because they are the best."

Seward Kollie (Dakar, Senegal)

"Compliments to the chef!! Your books are extraordinary! Or, simply put, extra-ordinary, meaning way above the rest! THANK YOU THANK YOU THANK YOU! I buy them for friends, family, and colleagues."

Christine J. Manfrin (Castle Rock, CO)

"What fantastic teaching books you have produced! Congratulations to you and your staff. You deserve the Nobel Prize in Education in the Software category. Thanks for helping me understand computers."

Bruno Tonon (Melbourne, Australia)

"Over time, I have bought a number of your 'Read Less - Learn More' books. For me, they are THE way to learn anything easily. I learn easiest using your method of teaching."

José A. Mazón (Cuba, NY)

"I am an avid purchaser and reader of the Visual series, and they are the greatest computer books I've seen. The Visual books are perfect for people like myself who enjoy the computer, but want to know how to use it more efficiently. Your books have definitely given me a greater understanding of my computer, and have taught me to use it more effectively. Thank you very much for the hard work, effort, and dedication that you put into this series."

Alex Diaz (Las Vegas, NV)

Credits

About the Author

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).

Author's Acknowledgments

Nobody writes a book alone; every book is the combined effort of many people. I'd like to thank Jody Lefevere for giving me the opportunity to write this book; Maureen Spears for once again making the process painless; Sarah Hellert for picking up the slack at the appropriate moment; Scott Tullis for making me look good; and Diane Koers for her keen eye in keeping me technically accurate. Thanks also to the graphics and production teams who labor tirelessly behind the scenes to create the elegant appearance of this book.

Dedication

To Gayle Kearney, a true friend

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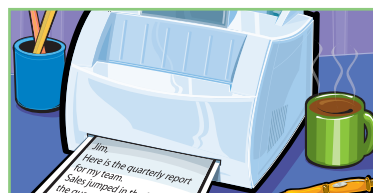
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