



## Brilliant Office 2007

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By Steve Johnson

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Brilliant Office 2007, Steve Johnson, Brilliant guides allow you to find the info you need easily and without fuss and guide you through the task using a highly visual, step-by-step approach -- providing exactly what you need to know, when you need it !! Brilliant Office 2007 will show you how to . \* Organize information in Office and add impact with Clip Art, SmartArt diagrams, tables and charts using the new results-oriented interface \* Create great-looking documents faster in Word using themes, styles and templates \* Use organizing, processing, and presenting tools to create data in Excel \* Create powerful presentations faster in Powerpoint using ready-made design templates and themes \* Use tools for creating and managing your email, calendar, contacts and tasks in Outlook \* Use task panes to quickly create a brochure or a newsletter without being a designer using Publisher \* Use Groove and SharePoint Team Services to collaborate and share documents and information.



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