



## 300 Dicas para Office 2007 (Portuguese Edition)

*Renata Miyagaku*

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# 300 Dicas para Office 2007 (Portuguese Edition)

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## **300 Dicas para Office 2007 (Portuguese Edition)** Renata Miyagusku

Este livro contém uma coleção de 300 dicas específicas para o Microsoft Office 2007, distribuídas entre os aplicativos Access, Excel, OneNote, Outlook, PowerPoint e Word. O livro também contém uma seção de dicas gerais, válidas para todo o pacote Office. As dicas referem-se à formatação, organização de conteúdo, aplicação de fórmulas, inserção de gráficos e imagens, criação de banco de dados, gerenciamento de e-mails e contatos, criação de apresentações, e muitos outros recursos. Considerando as mudanças no novo layout dos programas, as dicas ajudarão o leitor a localizar as diversas funções que já conhecia de forma prática e rápida, ao mesmo tempo em que se familiariza com o novo layout e com o esquema de ribbons do Office 2007, além dos novos recursos disponíveis.

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