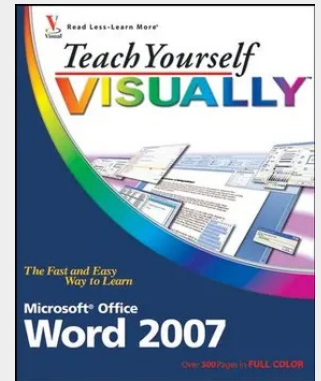


Teach Yourself Visually Word 2007

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 150 Word 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: * Using the Ribbon with the mouse or the keyboard * Saving documents in PDF format * Sharing text among documents * Working with the thesaurus * Setting paragraph line spacing * Wrapping text around graphics * Helpful sidebars offer practical tips and tricks * Succinct explanations walk you through step by step * Full-color screen shots demonstrate each task * Two-page lessons break big topics into bite-sized modules

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