



Upgrading to Microsoft Office 2007 - Illustrated Brief (Available Titles Skills Assessment Manager (SAM) - Office 2007)

Mary-Terese Cozzola, Barbara Clemens, Barbara M. Waxer

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Prepare your students to transition their Office 2003 skills to the Office 2007 software with Upgrading to Microsoft Office 2007. This is the perfect guide to help your students easily understand the new features and skills within the Office 2007 software. Skills are presented in a highly visual two-page spread approach, combining action steps on the left with large, colorful visuals on the right. With the Upgrading text, your students will easily grasp the new user interface, the common tasks, and the new features of each application within Microsoft Office 2007.

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