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new graphical user interface initially referred to as the Ribbon User Interface replacing the menus and toolbars It features a central menu button widely known as the Office Button This book will help the reader in understanding the core Microsoft Office applications in detail such as Microsoft Word Microsoft Excel Microsoft PowerPoint and Microsoft Access It also teaches the reader to create or edit individual items in Microsoft Outlook This book covers the basics of Windows Vista the Internet and viruses All the basic operations of Windows Vista the Internet and MS Office 2007 are explained in a simple manner covering the key functions of each package along with the details of menus commands toolbars and icons

Microsoft Dynamics CRM 4.0 Step by Step Jim Steger, Mike Snyder, Brendan Landers, 2008-09-10 Whether you re in sales marketing or customer service quickly teach yourself how to get closer to your customers with Microsoft Dynamics CRM With STEP BY STEP you set the pace building and practicing the skills you need just when you need them Create and manage accounts for a 360 view of your customers and business Work with Microsoft Dynamics CRM directly from Microsoft Outlook Track customer activity import and map data automatically Manage campaigns leads quotes contracts and orders Employ basic to advanced reporting capabilities Your all in one learning experience includes Files for building skills and practicing the book s lessons Fully searchable eBook Sample chapters from related Microsoft Press books WINDOWS VISTA PRODUCT GUIDE eReference plus other resources on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook SharePoint 2007: The Definitive Guide James Pyles, 2007-09-24 Provides information on the features applications and extensions of Microsoft Office SharePoint 2007

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