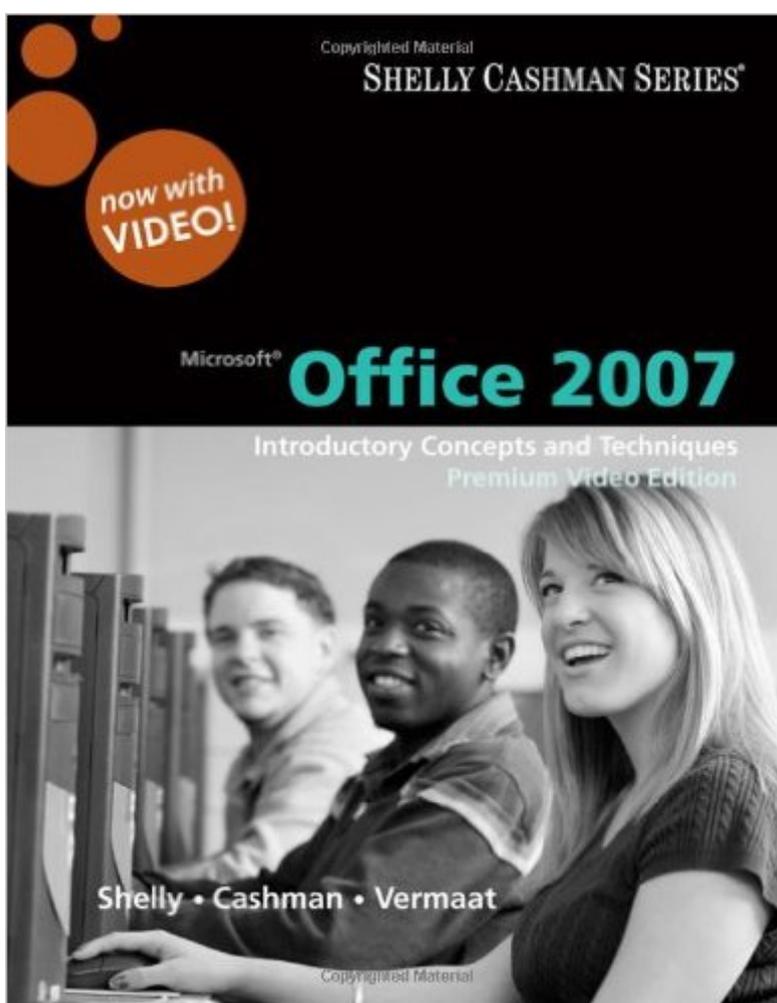# Microsoft Office 2007: Introductory Concepts And Techniques, Premium Video Edition (Available Titles Skills Assessment Manager (SAM) – Office 2007)

Synopsis

In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2007: Brief Concepts and Techniques text to reinforce the skills taught in each chapter.

Book Information

Series: Available Titles Skills Assessment Manager (SAM) - Office 2007

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Shipping Weight: 5.3 pounds

Average Customer Review: 4.2 out of 5 stars See all reviews (258 customer reviews)

Best Sellers Rank: #550,814 in Books (See Top 100 in Books)   #47 in Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies   #117 in Books > Business & Money > Processes & Infrastructure > Office Automation   #246 in Books > Computers & Technology > Software > Suites

Customer Reviews

I had to purchase this book for an introductory/orientation computer application class for an online program for Nichols College. I have concidered myself very computer literate, and was affraid this class would be boring and a waste. However, I am finding with this book working through the walk-through exercises and labs that I didn't know everything. I have discovered many short cuts and easier ways to perform tasks I have previously labored to do like letter formatting. I have also learned many new keyboard shortcuts that help alot. Not having to switch back and forth to the mouse and back to the keyboard as much is a bonus.Don't get me wrong though, it is still broken down painstakenly into every individual step and keystroke, so for me, that is overkill. However, someone who has never laid eyes on any of these programs before, this book can take them a long ways in learning how to navigate the office suite, make striking letters, charts, and leaflets.

I have been creating workflows in SharePoint 2007 since early in the beta. The process is

challenging and - at times - frustrating. David has done an excellent job providing the details and examples necessary for developers to be successful. You will find answers in this book that are not available from any other source.

I purchased this book for my CIS 120 class (that is intro to micro-computers). This book is an excellent teaching guide to learn everything there is to know about Microsoft Office software. It is very detailed and it gives you examples and you will learn hands on. This is an excellent book for anyone that need to learn or even need a refresher course. This book have step-by-step instructions. I highly recommend this book.

I was a technical writer and instructional designer for 20 years. I bought this book because I went back to school to retrain as a paralegal, and a community college course required it. I could have gotten the requirement waived based upon my work experience, but really wanted to strengthen my facility with Excel and Access. What a mistake!Very disappointing book that bombards the reader with lots of useless verbiage (did ANYONE edit this?), includes outright keystroke mistakes (did ANYONE proof it, or did they just run the pages through the spellchecker?), and most fundamentally, the book fails to use any basic instructional design principles. It is clear that the writers who worked on it were much more familiar with writing tools, since they devote an inordinate amount of space in each chapter to formatting your output, and it's clear that nobody had an accounting or even basic mathematical background, the Excel formula explanations are that weak. I dread looking at the Access section.Instead of learning and practicing important skills within each application, and then adding competency gradually, you go through the exercises just following key stroke instructions but not absorbing any concepts and consequently there's nothing to retain.For less money and better learning, you could buy a Dummies book for each of the applications.

This book is an excellent tool to assist even a beginner in learning Microsoft office 2007. It walks you through step by step - has tip sections built in to each step as well incase you do not understand what is being asked in a particular step - and contains all sections, outlook, excel, publisher, word, access ect ... complete in one spiral bound binder - a great book that I would recommend any person to buy that has to learn the concepts of using Office 2007 for XP.

I struggled with workflows, especially integreating the webified versions into MOSS 2007 Forms Server going back to the very early beta days. While I was able to get them to work, some concepts

were hazy to me. David's book brought it all together with some fantastic examples. If you're new to WF, this first section will address the core concepts... no need to go out and get another workflow book. The three chapters on creating a custom activity, creating a sequential & statemachine workflow, and making it available over the web via Forms Server are fantastic.Only reason I'm not giving it a 5 out of 5 is because the book is very conversational. A book of this type should be more reference, not "chatty."

This book is a excellent product. It is very useful and extremely user friendly. I would highly recommend it to beginners and other too.

I bought this book for my computer College Class, It is so good that I decided to just keep it. I highly recommend this one because it is extremely user friendly and very USEFUL!

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