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# Microsoft Office 2007: WINDOWS VISTA. INTRODUCCIÓN. SERIE LIBRO VISUAL

*David Beskeen, Lisa Friedrichsen, Carol Cram, Jennifer Duffy*

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El libro es una introducción práctica a los aspectos de Microsoft Office 2007, Windows Vista y una guía sencilla de consulta rápida y efectiva. Está organizado en secciones por aplicación: Windows Vista, Internet, Office 2007, Internet, Word 2007, Excel 2

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690 pages

About the Author

David W. Beskeen has authored or co-authored numerous computer books since 1992, including more than 25 titles for Course Technology. He has guided readers in mastering PowerPoint®, Word, Excel, Internet Explorer, Outlook, Windows®, Livemotion, and other leading proprietary software packages. An expert in applied technology, Mr. Beskeen has a variety of teaching and consulting experience in today's computer technology.

Lisa Friedrichsen is a Professor at Johnson County Community College in Overland Park, Kansas, where she teaches database and web development classes. As an author, she has written several prominent Access, Office, and Web related textbooks. Ms. Friedrichsen combines her ability to teach with extensive industry experience to create clear, practical presentations. Ms. Friedrichsen's undergraduate degree is in Engineering from Iowa State University and she has an MBA from Drake University. She worked for a decade at IBM Corporation before becoming a consultant, author, and college professor.

Carol M. Cram is the author of more than 35 textbooks on computer applications, business communications, and Internet-related subjects. Ms. Cram was also a long-time faculty member at Capilano College in North Vancouver, where she served as the Convenor of the Executive Support Program, the Program Consultant for Business and Computers in Continuing Education, and an instructor of business and computer-related courses.

Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT® WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books.

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