



Go! With Microsoft Office 2007: Integrated Projects, Comprehensive, 1st Edition

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Publisher Pearson Education (US) Date of Publication 12/11/2007 Format Mixed media product ISBN-10 0136158714 ISBN-13 9780136158714 Genre Computing: General TOC Chapter 1 Integrating Word and Excel Project 1A: Adamantine Sales Objective 1: Create a Word Document Activity 1.1 Starting Word and Setting Tab Stops Activity 1.2 Entering and Formatting Text Activity 1.3 Inserting Text from Another Word Document Activity 1.4 Saving a Document, Creating a Footer, and Inserting Quick Parts Objective 2: Copy Word Text into an Excel Workbook Activity 1.5 Starting Excel, Saving a Workbook, and Adding a Footer Activity 1.6 Copying and Pasting Word Text into an Excel Workbook Objective 3: Modify an Excel Worksheet Activity 1.7 Creating a Formula, Summing Values with the SUM Function, and Using AutoFill Activity 1.8 Formatting Numbers and Text Objective 4: Preview and Print Word and Excel Files Activity 1.9 Previewing and Printing an Excel Workbook Activity 1.10 Previewing and Printing a Word Document Project 1B: US Sales Objective 5: Work with an Existing Word Document Activity 1.11 Creating a Table in Word Activity 1.12 Inserting and Deleting Table Rows and Table Columns Activity 1.13 Formatting a Table Activity 1.14 Correcting Spelling Errors Objective 6: Create and Format a Chart in Excel Activity 1.15 Inserting an AutoSum Activity 1.16 Creating and Formatting a Chart in Excel Objective 7: Link Excel Data and an Excel Chart to a Word Document Activity 1.17 Copying Excel Data Activity 1.18 Accessing Paste Special and Pasting Excel Data into a Word Document Activity 1.19 Copying and Linking an Excel Chart to a Word Document Activity 1.20 Modifying the Excel Data Activity 1.21 Viewing Data and Chart Changes in a Word Document Summary Key Terms Matching Fill in the Blank Skills Review Mastering Integration Rubric Problem Solving Chapter 2: Integrating Word and PowerPoint Project 2A: Franchise Presentation Objective 1: Create an Outline in Word Activity 2.1 Changing [SNIP]

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