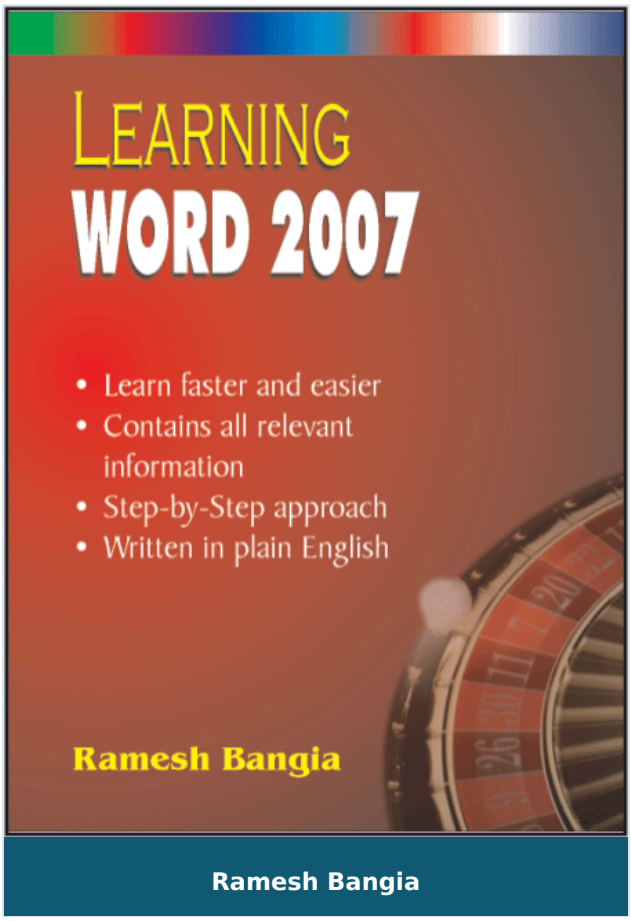

Ramesh Bangia

Learning MS Word 2007

Author :	Ramesh Bangia
ISBN 13 :	978-81-90628-55-6
ISBN 10 :	8190628550
E-ISBN 13 :	978-81-90628-55-6
Edition :	1
Pages :	192
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - English, Book Store, Learning Series
Condition Type :	New
Country Origin :	India

Product Description

1. Learn faster and easier

2. Contains all relevant information

3. Step-by-Step approach

4. Written in plain English

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to Microsoft Word 2007
- Creating a Document in Microsoft Word 2007
- Customizing Microsoft Word 2007
- Proofing Your Document in Microsoft Word 2007
- Mail Merge in Microsoft Word 2007
- Working with Longer Document in Word 2007
- Working with Tables in Word 2007
- Working Graphics and Charts in Word 2007
- Additional Commands of Word 2007
- Keyboard Shortcuts of Word 2007.

Author

Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320