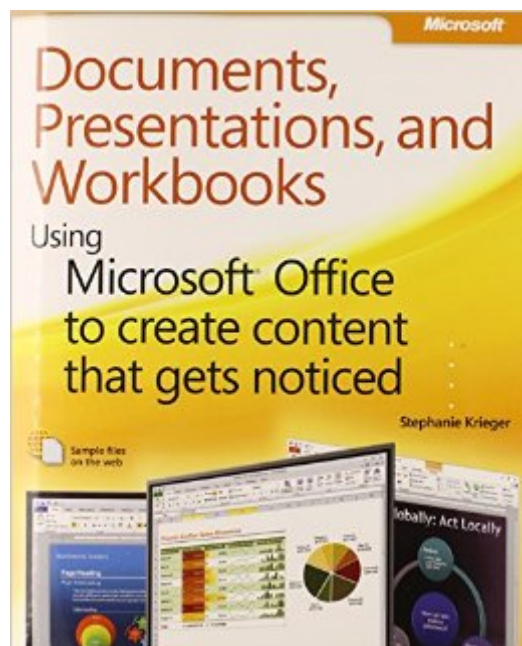


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# Documents, Presentations, And Workbooks: Using Microsoft Office To Create Content That Gets Noticed- Creating Powerful Content With Microsoft Office



## Synopsis

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint®, and Excel® in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers "in print or on screen. Work smarter" and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic® for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio® samples "Visio 2010 is required for viewing

## Book Information

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## Customer Reviews

I've been stuck in the Office 2003 age for some time. Why, you ask? It's just that I get frustrated trying to find the features that I'm accustomed to using when attempting to work in the "new and improved" Office 2007 or 2010 system. The interface has been re-arranged, creating access roadblocks. I know that everything is hidden away somewhere, but .... I saw reviewing this rather

hefty volume as a nice way to finally bring myself up to date in the Microsoft Office Universe. This book covers Word, PowerPoint, Excel, and Templates, as well as Automation and Customization of these applications in Office 2010 for the PC and Office 2011 for the Mac. Weighing in at 834 pages, including a rather extensive index, Stephanie Krieger covers a lot of material. The book begins with the traditional Introduction, including where to find introductory material (this book is not an introductory text), what to expect from between the covers, where to find the companion content and bonus content online, how to get support if needed, and quite a list of acknowledgments. Most of my MS Office work is done in Word. So, I jumped right in at page 139, "Building Easy-to-Manage, Robust Documents", to begin a 220 page adventure with Part II Word as my guide. Part II begins with Chapter 6 and explains the structure of a Word document and how to "stay in control". First is an introduction to the three levels of Word formatting. Font formatting, such as font face or font size, is stored directly in the character to which it is applied. Paragraph formatting, such as aligns or indents, is stored in the paragraph mark at the end of the paragraph. Section formatting, such as most of the page setup options and header/footer information, is stored in the section break.

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