



iCheck Microsoft Office 2007, Student Edition (Icheck Series)

By McGraw-Hill Education

Glencoe/McGraw-Hill, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Unit 1 - Word 2007: Business and Personal Communication Lesson 1: Creating a Document Lesson 2: Formatting Content Lesson 3: Using Word Tools Lesson 4: Formatting and Managing Documents Lesson 5: Columns, Tables, and Graphics Lesson 6: Collaborating With Others Unit 2 - Excel 2007: Business and Personal Finance Lesson 1: Excel Basics Lesson 2: Creating Data and Content Lesson 3: Formatting Data and Content Lesson 4: Analyzing Data Lesson 5: Managing Workbooks Unit 3 - Access 2007: Using Databases Lesson 1: Access Basics Lesson 2: Structuring Databases Lesson 3: Entering and Organizing Data Lesson 4: Managing Databases Unit 4 - PowerPoint 2007: The Power of Presentations Lesson 1: PowerPoint Basics Lesson 2: Creating Content and Collaborating with Others Lesson 3: Formatting Content Lesson 4: Managing and Delivering Presentations.



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