



## Microsoft Office Groove 2007 Step by Step

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By Rick Jewell, John Pierce, Barry Preppernau

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OneNote 2007, and Microsoft Office Groove 2007. In addition to these programs, you will learn about ways to collaborate using SharePoint technologies. If, after completing the exercises, you later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- Detailed table of contents.
- This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.
- Blue numbered steps guide you through step-by-step exercises and Quick Reference versions of procedures.
- Black numbered steps guide you through procedures in sidebars and expository text.

« This wikiHow teaches you how to install Microsoft Office 2007 on your Windows PC. Although Microsoft no longer sells or offers downloads for this older version of Office, you can still install it if... It'll be in the root folder of the Office 2007 CD. This launches the installer wizard. {"smallUrl":"https://www.wikihow.com/images/thumb/vc/vc8/Install-Microsoft-Office-2007-Step-6-Version-2.jpg/v4-460px-Install-Microsoft-Office-2007-Step-6-Version-2.jpg","bigUrl":"images/thumb/vc/vc8/Install-Microsoft-Office-2007-Step-6-Version-2.jpg"}.

With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them! Includes an easy-search companion CD with hands-on practice files, a complete eBook, a bonus quick reference to the new user interface, and more!

- Learn how to use Office Groove 2007 by taking just the lessons you need or by working from cover to cover you set the pace - Includes coverage of the fundamentals, including setting up workspaces, managing your communications, and managing meetings and not With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction building and practicing the skills you need, just when you need them!

Introducing the 2007 Microsoft Office System The Microsoft Office Fluent User Interface. Certification. Information for Readers Running Windows XP.

Microsoft Office Groove 2007 Setting Up a Standard Workspace. Creating a Standard Workspace. Sending and Accepting Workspace Invitations. Sidebar: Inviting Someone Who Does Not Have Groove to Join a Groove Workspace. Working in the Workspace Members Pane. Sidebar: Navigating Together. Changing the Role of a Workspace Member. Changing Permissions Assigned to a Workspace Role. Exploring a Groove Workspace. Microsoft Excel 2000 Step by Step. Catapult Inc. 4.4 out of 5 stars 9.

Rick Jewell is a support engineer for Microsoft Corporation where he worked on the 2007 Microsoft Office system since Beta and created training materials for Groove 2007. He has 12 years of experience in customer support and education in the technology industry from start-ups to Fortune 500 companies.